



## **SCHEDULE A**

# **DESIGN AND CONSTRUCTION SPECIFICATION**

This is Schedule A to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.

## **CONTENTS**

### **SCHEDULE A: PART 1 PREAMBLE**

- 1. INTRODUCTION**
- 2. PLANNING CONSENTS**
- 3. LANDSCAPING**
- 4. CONTAMINATION**
- 5. STATUTORY CONSENTS**
- 6. NAMED MATERIALS AND SUPPLIERS**
- 7. COMMISSIONING**
- 8. FIXTURES, FITTINGS AND EQUIPMENT**

Details in this Schedule have been redacted on the grounds that they are exempt from publication as their disclosure under the Freedom of Information (Scotland) Act 2002 would, or would be likely to, prejudice substantially the maintenance of security and good order in prisons or in other institutions where persons are lawfully detained. (35(1)(f) of the Act refers.)

**This is Schedule A to the Minute of Agreement between the Scottish Ministers and  
Addiewell Prison Limited dated 20 June 2006 for the Design, Construction,  
Management and Financing of a Prison at Addiewell.**

**SCHEDULE A: PART 1 PREAMBLE**

**1. INTRODUCTION**

The Contractor shall design, construct, complete and commission the Prison in accordance with this Schedule A including:

- (a) the architectural, structural, security and services information and specifications set out in Sections 1-27 of this Schedule;
- (b) the architectural, civil engineering, mechanical and electrical, specialist services, and planning approval drawings listed in Section 27.1 of this Schedule; and
- (c) the remediation strategy set out in Section 25 of this Schedule.

The layout of the site and individual buildings shown on the architect's drawings listed in this Schedule A shall take precedence over the layouts shown on other drawings listed in this Schedule.

**2. PLANNING CONSENTS**

The Contractor shall ensure that the whole of the Works are designed and constructed in full compliance with the plans approved by West Lothian Council attached to the outline planning consent and approval of reserved matters referenced as 1375/P/2003 and 1086/2005 ("**Planning Consents**").

**3. LANDSCAPING**

The documents listed in this Schedule A contain details of the landscaping design. It should be noted that:

- 3.1 the Planning Consents contain conditions relating to the landscaping scheme; and
- 3.2 for the purposes of the Contractor obtaining the Engineers' Declaration, it is agreed that the Contractor will complete as much of the landscaping Works as is possible (giving due consideration to the planting seasons available and the terms of the Planning Consents) during the construction of the Prison, but if it is agreed by the Independent Engineer to carry the completion of the landscaping into further planting seasons, this will not constitute grounds for a Non-Compliance Note being issued by the Independent Engineer. For the purposes of assessing compliance with Schedule A, it is agreed that landscaping work associated with the Prison will only form part of the Engineer's Declaration as far as planting seasons and Planning Consents so permit.

#### **4. CONTAMINATION**

The documents referred to in Section 25 of this Schedule A specify the remediation strategy which shall be complied with by the Contractor.

#### **5. STATUTORY CONSENTS**

The Contractor shall provide copies of all necessary approvals and consents issued by statutory and other regulatory authorities in connection with the Works to the Independent Engineer to demonstrate compliance with Schedule A.

#### **6. NAMED MATERIALS AND SUPPLIERS**

Where any product manufacturer, supplier or material type is referred to in any documents listed in this Schedule A, these manufacturers, suppliers and material types have been specified by the Contractor and are not intended to be binding. The Contractor may, at any time, alter any such manufacturer, supplier or material type provided that the product or material supplied is of equivalent standard and meets any applicable standard specified in the Contract. The Independent Engineer shall be notified.

#### **7. COMMISSIONING**

7.1 The scope of the testing and commissioning Works for the Prison leading up to the Engineer's Declaration will be sufficient to meet the requirements of the Contract. During the design and construction phases of the Contract, the Contractor will draw up and implement a programme for the testing and commissioning phases for the Works.

7.2 This programme will be issued by the Contractor to the Independent Engineer at least three months prior to commissioning of the first building.

#### **8. FIXTURES, FITTINGS AND EQUIPMENT**

The Contractor will be required to demonstrate the functionality of power supplies to Equipment provided under Schedule B. Voice and data cabling, including that for the prisoner record system, supplied under Schedule A or B will be tested in accordance with manufacturer's recommendations.



## **SCHEDULE B**

## **EQUIPMENT**

**This is Schedule B to the Minute of Agreement between the Scottish Ministers and  
Addiewell Prison Limited dated 20 June 2006 for the Design, Construction,  
Management and Financing of a Prison at Addiewell.**

**CONTENTS**

**PART 1 EQUIPMENT**

**PART 2 INFORMATION AND COMMUNICATION TECHNOLOGY  
SYSTEMS**

**PART 3 LEASED ASSETS**

**PART 4 EQUIPMENT TO BE PROVIDED BY THE CONTRACTOR**

**This is Schedule B to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**SCHEDULE B: PART 1**

**EQUIPMENT**

**REQUIREMENTS**

1. The Contractor shall provide all equipment which may be necessary from time to time in order to provide the Services in accordance with the Contract.
2. The Contractor shall, not later than 4 months prior to the Contractual Opening Date, provide to the Authority a final list of all additions to, deletions from, and other amendments to the lists of Equipment set out in Part 2 & 4 of this Schedule. The lists contained in Part 2 & 4 of this Schedule B shall be deemed to be amended by the final lists of additions, deletions and amendments produced by the Contractor as agreed by the Authority. The Contractor shall provide to the Authority further copies of the list of Equipment containing any additional items of Equipment or upgraded Equipment which in the reasonable opinion of the Contractor are necessary for the delivery of the Services (with the exception of consumable items) and/or notifying of any Equipment which in the reasonable opinion of the Contractor is no longer required for delivery of the Services. Such updated lists shall be provided to the Authority as and when such additional items of Equipment are utilised within the Prison (but no more frequently than once every calendar year).

**Note**

- (a) Whenever specifications are detailed for any items listed in this Schedule B, the Contractor shall be entitled to provide alternative items of a comparable specification, having regard to factors, including, but not limited to, the availability, product quality of the items specified and of the alternatives.
- (b) All items of plant not included in Schedule A will be listed in this Schedule B, Part 4.

## SCHEDULE B: PART 2

### INFORMATION AND COMMUNICATION TECHNOLOGY SYSTEMS

Subject to paragraph 3.13.4 of Part 1 of Schedule D, the Contractor shall provide such hardware and software as will enable the installation and operation of the Authority's Scottish Prison Information Network ("SPIN") Prisoner Record Application to the operating parameters required by Part 1 of Schedule D.

The Contractor shall also provide such hardware, software and licences as will enable the installation and operation of an Information and Communication Technology system as necessary to provide the Services.

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Entry Building	Gate Lodge	GL-1-01	Protouch Touchscreen	1
Entry Building	Gate Lodge	GL-1-01	Dell Optiplex GX520	4
Entry Building	Gate Lodge	GL-1-01	Dell 17" TFT Monitor	4
Entry Building	Gate Lodge	GL-1-01	Finger Scanner	2
Entry Building	Gate Lodge	GL-1-01	Sony EVI Video Camera	1
Entry Building	Gate Lodge	GL-1-01	Avonwood RF-ID	1
Entry Building	Gate Lodge	GL-1-01	Analogue Phone	4
Entry Building	X Ray	GL-1-17	Analogue Phone	1
Entry Building	Lock	GL-1-20	Avonwood RF-ID Readers	2
Entry Building	Stores Office	ST-1-05	Dell Optiplex GX520	2
Entry Building	Stores Office	ST-1-05	Dell 17" TFT Monitor	2
Entry Building	Stores Office	ST-1-05	HP LaserJet 2420N	1
Entry Building	Stores Office	ST-1-05	IP Phone	2
Entry Building	Shop Office	ST-1-12	Dell Optiplex GX520	2
Entry Building	Shop Office	ST-1-12	Dell 17" TFT Monitor	2
Entry Building	Shop Office	ST-1-12	Epson Receipt Printers	2
Entry Building	Shop Office	ST-1-12	IP Phone	2
Entry Building	Shop Office	ST-1-12	HP LaserJet 2420N	1
Entry Building	General Office	WO-2-11	Dell Optiplex GX520	2
Entry Building	General Office	WO-2-11	Dell 17" TFT Monitor	2
Entry Building	General Office	WO-2-11	HP CP1700 Printer	1
Entry Building	General Office	WO-2-11	IP Phone	2
Entry Building	General Office	WO-2-11	HP Jet direct External	1
Entry Building	Managers Office	WO-2-12	Dell Optiplex GX520	1
Entry Building	Managers	WO-2-12	Dell 17" TFT Monitor	1



BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
	Office			
Entry Building	Managers Office	WO-2-12	IP Phone	1
Entry Building	Vehicle Lock	VL-1-01	Avonwood RF-ID Readers	2
Entry Building	Training Room	TR-1-01	Projector	1
Entry Building	Training Room	TR-1-01	29" CRT Television	1
Entry Building	Training Room	TR-1-01	Dell D505 Laptop	1
Entry Building	Training Room	TR-1-01	IP Phone	1
Entry Building	Single Cell	TR-1-03	CCTV Camera	1
Entry Building	Office / Training	TR-1-12	Dell D505 Laptop	1
Entry Building	Office / Training	TR-1-12	Projector	1
Entry Building	Office / Training	TR-1-12	IP Phone	1
Entry Building	Office / Training	TR-1-12	Dell Optiplex GX520	2
Entry Building	Office / Training	TR-1-12	Dell 17" TFT Monitor	2
Entry Building	X Ray	VR-1-02	Dell Optiplex GX520	1
Entry Building	X Ray	VR-1-02	Dell 17" TFT Monitor	1
Entry Building	X Ray	VR-1-02	Finger Scanner	1
Entry Building	X Ray	VR-1-02	Sony EVI Video Camera	1
Entry Building	X Ray	VR-1-02	Analogue Phone	1
Entry Building	Interview	VR-1-13	IP Phone	1
Entry Building	Office	VR-1-14	Dell Optiplex GX520	2
Entry Building	Office	VR-1-14	Dell 17" TFT Monitor	2
Entry Building	Office	VR-1-14	HP LaserJet 4300DTN	1
Entry Building	Office	VR-1-14	IP Phone	2
Entry Building	Official Visits Corridor	VI-1-25	Dell Optiplex GX520	1
Entry Building	Official Visits Corridor	VI-1-25	Dell 17" TFT Monitor	1
Entry Building	Official Visits Corridor	VI-1-25	Finger scanner	1
Entry Building	Official Visits Corridor	VI-1-25	Analogue Phone	1
Entry Building	Video Courts X 4	VI-1-37-40	Tandberg 1500MXP	3
Entry Building	Video Courts X 4	VI-1-37-40	Tandberg 880 MXP	1
Entry Building	Video Courts X 4	VI-1-37-40	29" NTS/PAL Monitor	1
Entry Building	Video Courts X 4	VI-1-37-40	CS108 29" Black Compact security cart with lockable doors	1
Entry Building	Office	VI-1-42	Dell Optiplex GX520	2

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Entry Building	Office	VI-1-42	Dell 17" TFT Monitor	2
Entry Building	Office	VI-1-42	HP LaserJet 2420N	1
Entry Building	Office	VI-1-42	IP Phone	2
Entry Building	Wait	VI-1-44	Dell Optiplex GX520	1
Entry Building	Wait	VI-1-44	Dell 17" TFT Monitor	1
Entry Building	Wait	VI-1-44	Finger Scanner	1
Entry Building	Open Visits	VI-2-09	Dell Optiplex GX520	1
Entry Building	Open Visits	VI-2-09	Dell 17" TFT Monitor	1
Entry Building	Open Visits	VI-2-09	Finger Scanner	1
Entry Building	Open Visits	VI-2-09	IP Phone	1
Entry Building	Control	VI-2-11	Dell Optiplex GX520	1
Entry Building	Control	VI-2-11	Dell 17" CRT Monitor	1
Entry Building	Control	VI-2-11	Analogue Phone	1
Entry Building	Control	VI-2-11	IP Phone	1
Entry Building	WRVS	VI-2-12	Analogue Phone	1
Entry Building	Office	VI-2-14	Dell Optiplex GX520	1
Entry Building	Office	VI-2-14	Dell 17" CRT Monitor	1
Entry Building	Office	VI-2-14	IP Phone	1
Entry Building	Visits	VL-2-15	Dell Optiplex GX520	1
Entry Building	Visits	VL-2-15	Dell 17" CRT Monitor	1
Entry Building	Visits	VL-2-15	Finger Scanner	1
Entry Building	Visits	VL-2-15	Analogue Phone	1
Entry Building	Director Suite	AD-2-01	Dell Laptop	1
Entry Building	Director Suite	AD-2-01	Dell 17" TFT Monitor	1
Entry Building	Director Suite	AD-2-01	HP Palm PC	1
Entry Building	Director Suite	AD-2-01	IP Phone	1
Entry Building	Control Room	AD-2-06	Dell Optiplex GX520	3
Entry Building	Control Room	AD-2-06	Dell 17" TFT Monitor	3
Entry Building	Control Room	AD-2-06	IP Phone	3
Entry Building	Control Room	AD-2-06	Analogue phone	1
Entry Building	MER	AD-2-07	HP Proliant ML370 G4	3
Entry Building	MER	AD-2-07	Cisco 4506 Switches	2
Entry Building	MER	AD-2-07	Cisco 2950 Switches	7
Entry Building	MER	AD-2-07	Mitel ICP 3300	1
Entry Building	MER	AD-2-07	Tiger Call Logger	1
Entry Building	MER	AD-2-07	PSTN Circuits	12
Entry Building	MER	AD-2-07	HP Proliant DL380 G4	1
Entry Building	MER	AD-2-07	HP IP Console	1
Entry Building	MER	AD-2-07	Mitel SX2000	1
Entry Building	MER	AD-2-07	HP IP Console Adaptor	4
Entry Building	MER	AD-2-07	HP KVM	1
Entry Building	MER	AD-2-07	HP SDLT Tape Library	1
Entry Building	MER	AD-2-07	IP Phone	1
Entry Building	MER	AD-2-07	TV / Radio System Headend	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Entry Building	MER	AD-2-07	Firewall	2
Entry Building	MER	AD-2-07	WAN Router	1
Entry Building	MER	AD-2-07	BT Pinphone Headend	1
Entry Building	Incident Room	AD-2-08	IP Phone	8
Entry Building	Incident Room	AD-2-08	Analogue Phone	1
Entry Building	Post	AD-2-13	Dell Optiplex GX520	2
Entry Building	Post	AD-2-13	Dell 17" TFT Monitor	2
Entry Building	Post	AD-2-13	Operator Console	1
Entry Building	Post	AD-2-13	HP CP1700 Printer	1
Entry Building	Post	AD-2-13	HP Jet direct External	1
Entry Building	Post	AD-2-13	HP LaserJet 2420N	1
Entry Building	Security Office	AD-2-14	Dell Optiplex GX520	6
Entry Building	Security Office	AD-2-14	Dell 17" TFT Monitor	6
Entry Building	Security Office	AD-2-14	IP Phone	4
Entry Building	Security Office	AD-2-14	HP LaserJet 2420N	1
Entry Building	Security Office	AD-2-14	BT Pinphone	1
Entry Building	Security Office	AD-2-14	ID Card Printer	1
Entry Building	Conference Room	AD-2-20	Dell Optiplex GX520	1
Entry Building	Conference Room	AD-2-20	IP Phone	1
Entry Building	Conference Room	AD-2-20	Tandberg T6000 MXP	1
Entry Building	Conference Room	AD-2-20	42" NEC Plasma Screen	1
Entry Building	Conference Room	AD-2-20	Tandberg Audio Science Microphone	1
Entry Building	Conference Room	AD-2-20	Shelf For WAVE II Camera	1
Entry Building	Conference Room	AD-2-20	NEC Speakers	1
Entry Building	PA	AD-2-21	Dell Optiplex GX520	1
Entry Building	PA	AD-2-21	Dell 17" TFT Monitor	1
Entry Building	PA	AD-2-21	IP Phone	1
Entry Building	PA	AD-2-21	HP Colour LaserJet 4600DN	1
Entry Building	Office	AD-2-22	Dell Laptop	1
Entry Building	Office	AD-2-22	Dell 17" TFT Monitor	1
Entry Building	Office	AD-2-22	IP Phone	1
Entry Building	Office	AD-2-22	HP Palm PC	1
Entry Building	Office	AD-2-23	Dell Optiplex GX520	1
Entry Building	Office	AD-2-23	Dell 17" TFT Monitor	1
Entry Building	Office	AD-2-23	IP Phone	1
Entry Building	Office	AD-2-23	HP Palm PC	1
Entry Building	Office	AD-2-24	Dell Optiplex GX520	1
Entry Building	Office	AD-2-24	Dell 17" TFT Monitor	1

<b>BUILDING</b>	<b>ROOM NAME</b>	<b>ROOM NO</b>	<b>DESCRIPTION</b>	<b>QTY</b>
Entry Building	Office	AD-2-24	IP Phone	1
Entry Building	Office	AD-2-24	HP Palm PC	1
Entry Building	Office	AD-2-25	Dell Optiplex GX520	2
Entry Building	Office	AD-2-25	Dell 17" TFT Monitor	2
Entry Building	Office	AD-2-25	HP LaserJet 4300N	1
Entry Building	Office	AD-2-25	IP Phone	2
Entry Building	Office	AD-2-25	BT Pinphone	1
Entry Building	Office	AD-2-26	Dell Optiplex GX520	1
Entry Building	Office	AD-2-26	Dell 17" TFT Monitor	1
Entry Building	Office	AD-2-26	HP LaserJet 2420N	1
Entry Building	Office	AD-2-26	IP Phone	1
Entry Building	Office	AD-2-26	HP Palm PC	1
Entry Building	Office	AD-2-27	Dell Optiplex GX520	1
Entry Building	Office	AD-2-27	Dell 17" TFT Monitor	1
Entry Building	Office	AD-2-27	IP Phone	1
Entry Building	Office	AD-2-27	HP Palm PC	1
Entry Building	Interview	AD-2-28	IP Phone	
Entry Building	Interview	AD-2-29	IP Phone	
Entry Building	Open Plan Administration	AD-2-31	Dell Optiplex GX520	22
Entry Building	Open Plan Administration	AD-2-31	Dell 17" TFT Monitor	24
Entry Building	Open Plan Administration	AD-2-31	HP LaserJet 4300N	1
Entry Building	Open Plan Administration	AD-2-31	IP Phone	24
Entry Building	Open Plan Administration	AD-2-31	Dell Laptop	2
Entry Building	Open Plan Administration	AD-2-31	HP Palm PC	2
Entry Building	Open Plan Administration	AD-2-31	HP LaserJet 2420N	1
Entry Building	Controllers Staff	AD-2-32	IP Phone	4
Entry Building	Controllers Staff	AD-2-32	Dell Optiplex GX520	1
Entry Building	Controllers Staff	AD-2-32	Dell 17" TFT Monitor	1
Entry Building	Controllers Office	AD-2-33	IP Phone	1
Entry Building	Controllers Office	AD-2-33	Dell Optiplex GX520	1
Entry Building	Controllers Office	AD-2-33	Dell 17" TFT Monitor	1
Central Block	Supervisors Office	CA-1-26	Dell Optiplex GX520	1
Central Block	Supervisors	CA-1-26	Dell 17" CRT Monitor	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
	Office			
Central Block	Supervisors Office	CA-1-26	Analogue Phone	1
Central Block	Catering Manager	CA-1-16	Dell Optiplex GX520	1
Central Block	Catering Manager	CA-1-16	Dell 17" TFT Monitor	1
Central Block	Catering Manager	CA-1-16	Digital Phone	1

Central Block	Catering Manager	CA-1-16	HP LaserJet 2420N	1
Central Block	Entrance	CA-1-30	Finger Scanner	1
Central Block	Entrance	CA-1-30	Dell Optiplex GX520	1
Central Block	Entrance	CA-1-30	Dell 17" CRT Monitor	1
Central Block	Office	RD-1-01	Dell Optiplex GX520	2
Central Block	Office	RD-1-01	Dell 17" CRT Monitor	2
Central Block	Office	RD-1-01	HP LaserJet 2420N	1
Central Block	Office	RD-1-01	Digital Phone	2
Central Block	Reception	RD-1-02	Dell Optiplex GX520	2
Central Block	Reception	RD-1-02	Dell 17" CRT Monitor	2
Central Block	Reception	RD-1-02	Analogue Phone	1
Central Block	Reception	RD-1-02	Finger Scanner	1
Central Block	Medical Room	RD-1-06	Dell Optiplex GX520	1
Central Block	Medical Room	RD-1-06	Dell 17" CRT Monitor	1
Central Block	Medical Room	RD-1-06	Analogue Phone	1
Central Block	Office	RD-1-17	Dell Optiplex GX520	2
Central Block	Office	RD-1-17	Dell 17" CRT Monitor	2
Central Block	Office	RD-1-17	Analogue Phone	2
Central Block	Property Store	RD-1-18	Dell Optiplex GX520	1
Central Block	Property Store	RD-1-18	Dell 17" CRT Monitor	1
Central Block	Property Store	RD-1-18	Analogue Phone	1
Central Block	Process Room	RD-1-21	Dell Optiplex GX520	2
Central Block	Process Room	RD-1-21	Dell 17" CRT Monitor	2
Central Block	Process Room	RD-1-21	Analogue Phone	1
Central Block	Process Room	RD-1-21	HP Business Inkjet 2300N	1
Central Block	Process Room	RD-1-21	ID Card Printer	1
Central Block	Process Room	RD-1-21	Finger Scanner	1
Central Block	Process Room	RD-1-21	Sony EVI Video Camera	1
Central Block	Classroom	ST-1-04	Finger Scanner	1
Central Block	Classroom	ST-1-04	Dell 17" CRT Monitor	1
Central Block	Training	ST-1-05	Finger Scanner	1
Central Block	Training	ST-1-05	Dell Optiplex GX520	1
Central Block	Training	ST-1-05	Dell 17" CRT Monitor	1
Central Block	Office	ST-1-06	Analogue Phone	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Office	ST-1-06	Dell Optiplex GX520	1
Central Block	Office	ST-1-06	Dell 17" CRT Monitor	1
Central Block	Office	ST-1-13	Analogue Phone	1
Central Block	Office	ST-1-13	Dell Optiplex GX520	1
Central Block	Office	ST-1-13	Dell 17" CRT Monitor	1
Central Block	Training	ST-1-14	Finger Scanner	1
Central Block	Training	ST-1-14	Dell Optiplex GX520	1
Central Block	Training	ST-1-14	Dell 17" CRT Monitor	1
Central Block	Classroom	ST-1-15	Finger Scanner	1
Central Block	Classroom	ST-1-15	Dell Optiplex GX520	1
Central Block	Classroom	ST-1-15	Dell 17" CRT Monitor	1
Central Block	Classroom	ST-1-16	Finger Scanner	1
Central Block	Classroom	ST-1-16	Dell Optiplex GX520	1
Central Block	Classroom	ST-1-16	Dell 17" CRT Monitor	1
Central Block	Training	ST-1-17	Finger Scanner	1
Central Block	Training	ST-1-17	Dell Optiplex GX520	1
Central Block	Training	ST-1-17	Dell 17" CRT Monitor	1
Central Block	Office	ST-1-21	Dell Optiplex GX520	1
Central Block	Office	ST-1-21	Dell 17" CRT Monitor	1
Central Block	Office	ST-1-21	Digital Phone	1
Central Block	Office	ST-1-23	Dell Optiplex GX520	1
Central Block	Office	ST-1-23	Dell 17" CRT Monitor	1
Central Block	Office	ST-1-23	Analogue Phone	1
Central Block	Link Office	ST-1-27	Dell Optiplex GX520	4
Central Block	Link Office	ST-1-27	Dell 17" CRT Monitor	4
Central Block	Link Office	ST-1-27	Analogue Phone	4
Central Block	Link Office	ST-1-27	HP LaserJet 2420N	1
Central Block	Link Office	ST-1-28	Dell Optiplex GX520	1
Central Block	Link Office	ST-1-28	Dell 17" CRT Monitor	1
Central Block	Link Office	ST-1-28	Analogue Phone	1
Central Block	Classroom	ST-1-29	Finger Scanner	1
Central Block	Classroom	ST-1-29	Dell Optiplex GX520	1
Central Block	Classroom	ST-1-29	Dell 17" CRT Monitor	1
Central Block	Training	ST-1-30	Finger Scanner	1
Central Block	Training	ST-1-30	Dell Optiplex GX520	1
Central Block	Training	ST-1-30	Dell 17" CRT Monitor	1
Central Block	Office	ST-1-31	Analogue Phone	1
Central Block	Office	ST-1-31	Dell Optiplex GX520	1
Central Block	Office	ST-1-31	Dell 17" CRT Monitor	1
Central Block	Office	ST-1-35	Analogue Phone	1
Central Block	Office	ST-1-35	Dell Optiplex GX520	1
Central Block	Office	ST-1-35	Dell 17" CRT Monitor	1
Central Block	Training	ST-1-39	Finger Scanner	1
Central Block	Training	ST-1-39	Dell Optiplex GX520	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Training	ST-1-39	Dell 17" CRT Monitor	1
Central Block	Classroom	ST-1-40	Finger Scanner	1
Central Block	Classroom	ST-1-40	Dell Optiplex GX520	1
Central Block	Classroom	ST-1-40	Dell 17" CRT Monitor	1
Central Block	Office	SC-1-01	Analogue Phone	1
Central Block	Office	SC-1-01	Dell Optiplex GX520	1
Central Block	Office	SC-1-01	Dell 17" CRT Monitor	1
Central Block	Office	SC-1-18	Dell Optiplex GX520	2
Central Block	Office	SC-1-18	Dell 17" CRT Monitor	2
Central Block	Office	SC-1-18	Analogue Phone	2
Central Block	Adjudication	SC-1-21	Analogue Phone	1
Central Block	Staff Office	SC-1-22	Dell Optiplex GX520	2
Central Block	Staff Office	SC-1-22	Dell 17" CRT Monitor	2
Central Block	Staff Office	SC-1-22	Analogue Phone	2
Central Block	Staff Office	SC-1-22	HP LaserJet 2420N	1
Central Block	Gym Entrance	RE-1-05	Finger Scanner	1
Central Block	Gym Entrance	RE-1-05	Dell Optiplex GX520	1
Central Block	Gym Entrance	RE-1-05	Dell 17" CRT Monitor	1
Central Block	Staff Office	RE-1-13	Dell Optiplex GX520	2
Central Block	Staff Office	RE-1-13	Dell 17" CRT Monitor	2
Central Block	Staff Office	RE-1-13	Analogue Phone	2
Central Block	Office	HC-2-02	Dell Optiplex GX520	2
Central Block	Office	HC-2-02	Dell 17" TFT Monitor	2
Central Block	Office	HC-2-02	Digital Phone	2
Central Block	Office	HC-2-02	HP LaserJet 2420N	1
Central Block	Doctors Surgery 1	HC-2-15	Dell Optiplex GX520	1
Central Block	Doctors Surgery 1	HC-2-15	Dell 17" CRT Monitor	1
Central Block	Doctors Surgery 1	HC-2-15	Digital Phone	1
Central Block	Doctors Surgery 1	HC-2-15	HP LaserJet 2420N	1
Central Block	Doctors Surgery 2	HC-2-17	Dell Optiplex GX520	1
Central Block	Doctors Surgery 2	HC-2-17	Dell 17" CRT Monitor	1
Central Block	Doctors Surgery 2	HC-2-17	Digital Phone	1
Central Block	Doctors Surgery 2	HC-2-17	HP LaserJet 2420N	1
Central Block	Treatment Room 1	HC-2-18	Analogue Phone	1
Central Block	Treatment Room 1	HC-2-18	Dell Optiplex GX520	1
Central Block	Treatment	HC-2-18	Dell 17" CRT Monitor	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
	Room 1			
Central Block	Treatment Room 1	HC-2-18	HP LaserJet 2420N	1
Central Block	Dispensary	HC-2-20	Analogue Phone	1
Central Block	Dispensary	HC-2-20	Dell Optiplex GX520	1
Central Block	Dispensary	HC-2-20	Dell 17" CRT Monitor	1
Central Block	Dispensary	HC-2-20	HP LaserJet 2420N	1
Central Block	Pharmacy	HC-2-21	Analogue Phone	1
Central Block	Admin Office	HC-2-23	Dell Optiplex GX520	8
Central Block	Admin Office	HC-2-23	Dell 17" CRT Monitor	8
Central Block	Admin Office	HC-2-23	Analogue Phone	8
Central Block	Admin Office	HC-2-23	HP LaserJet 2420N	2
Central Block	Treatment Room 2	HC-2-24	Analogue Phone	1
Central Block	Treatment Room 2	HC-2-24	Dell Optiplex GX520	1
Central Block	Treatment Room 2	HC-2-24	Dell 17" CRT Monitor	1
Central Block	Dentist	HC-2-25	Analogue Phone	1
Central Block	Office	HC-2-30	Dell Optiplex GX520	4
Central Block	Office	HC-2-30	Dell 17" CRT Monitor	4
Central Block	Office	HC-2-30	Analogue Phone	2
Central Block	Admin Office	HC-2-36	Dell Optiplex GX520	8
Central Block	Admin Office	HC-2-36	Dell 17" CRT Monitor	8
Central Block	Admin Office	HC-2-36	Analogue Phone	4
Central Block	Admin Office	HC-2-36	HP LaserJet 2420N	1
Central Block	Learning Resource Centre	LC-2-03	Dell Optiplex GX520	8
Central Block	Learning Resource Centre	LC-2-03	HP Business Inkjet 2300N	1
Central Block	Learning Resource Centre	LC-2-03	Dell 17" CRT Monitor	8
Central Block	Learning Resource Centre	LC-2-03	Headphones	2
Central Block	Learning Resource Centre	LC-2-03	Analogue Phone	2
Central Block	Office	LC-2-05	Dell Optiplex GX520	1
Central Block	Office	LC-2-05	Dell 17" TFT Monitor	1
Central Block	Office	LC-2-05	Digital Phone	1
Central Block	Office	LC-2-09	Dell Optiplex GX520	2
Central Block	Office	LC-2-09	Dell 17" TFT Monitor	2



<b>BUILDING</b>	<b>ROOM NAME</b>	<b>ROOM NO</b>	<b>DESCRIPTION</b>	<b>QTY</b>
Central Block	Office	LC-2-09	HP Business Inkjet 2300N	1
Central Block	Office	LC-2-09	Analogue Phone	2
Central Block	Art Room 1	LC-2-12	Finger Scanner	1
Central Block	Classroom 2	LC-2-14	Finger Scanner	1
Central Block	IT Room 3	LC-2-18	Dell Optiplex GX520	20
Central Block	IT Room 3	LC-2-18	Dell 17" CRT Monitor	20
Central Block	IT Room 3	LC-2-18	HP Business Inkjet 2300N	1
Central Block	IT Room 3	LC-2-18	Headphones	20
Central Block	IT Room 3	LC-2-18	Finger Scanner	1
Central Block	IT Room 4	LC-2-19	Dell Optiplex GX520	20
Central Block	IT Room 4	LC-2-19	Dell 17" CRT Monitor	20
Central Block	IT Room 4	LC-2-19	HP Business Inkjet 2300N	1
Central Block	IT Room 4	LC-2-19	Headphones	20
Central Block	IT Room 4	LC-2-19	Finger Scanner	1
Central Block	IT Server Room	LC-2-20	Dell Optiplex GX520	1
Central Block	IT Server Room	LC-2-20	Dell 17" TFT Monitor	1
Central Block	IT Server Room	LC-2-20	Netgear 48-port Switch	1
Central Block	IT Server Room	LC-2-20	Rack Mount UPS	1
Central Block	Classroom 5	LC-2-23	Finger Scanner	1
Central Block	Classroom 6	LC-2-24	Finger Scanner	1
Central Block	Classroom 7	LC-2-28	Finger Scanner	1
Central Block	Classroom 8	LC-2-29	Finger Scanner	1
Central Block	Classroom 9	LC-2-33	Finger Scanner	1
Central Block	Drama / Music Room 10	LC-2-35	Finger Scanner	1
Central Block	Staff Room	LC-2-42	Dell Optiplex GX520	2
Central Block	Staff Room	LC-2-42	Dell 17" CRT Monitor	2
Central Block	Staff Room	LC-2-42	Analogue Phone	1
Central Block	Office	WS-2-01	Dell Optiplex GX520	4
Central Block	Office	WS-2-01	Dell 17" CRT Monitor	4
Central Block	Office	WS-2-01	Analogue Phone	4
Central Block	Office	WS-2-01	HP LaserJet 2420N	1
Central Block	Office	WS-2-01	Digital Phone	1
Central Block	Interview Room 5	LI-2-01	Dell Optiplex GX520	1
Central Block	Interview Room 5	LI-2-01	Dell 17" TFT Monitor	1
Central Block	Interview Room 6	LI-2-02	Dell Optiplex GX520	1
Central Block	Interview Room 6	LI-2-02	Dell 17" TFT Monitor	1
Central Block	Office	LI-2-03	Dell Optiplex GX520	2

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Office	LI-2-03	Dell 17" CRT Monitor	2
Central Block	Office	LI-2-03	Analogue Phone	2
Central Block	Office	LI-2-04	Dell Optiplex GX520	2
Central Block	Office	LI-2-04	Dell 17" CRT Monitor	2
Central Block	Office	LI-2-04	Analogue Phone	2
Central Block	Link Centre	LI-2-05	Dell Optiplex GX520	1
Central Block	Link Centre	LI-2-05	Dell 17" CRT Monitor	1
Central Block	Link Centre	LI-2-05	Analogue Phone	1
Central Block	Link Centre	LI-2-05	HP LaserJet 2420N	1
Central Block	Link Centre	LI-2-05	HP Business Inkjet 2300N	6
Central Block	Interview Room 1	LI-2-06	Dell Optiplex GX520	1
Central Block	Interview Room 1	LI-2-06	Dell 17" CRT Monitor	1
Central Block	Interview Room 2	LI-2-07	Dell Optiplex GX520	1
Central Block	Interview Room 2	LI-2-07	Dell 17" CRT Monitor	1
Central Block	Interview Room 3	LI-2-08	Dell Optiplex GX520	1
Central Block	Interview Room 3	LI-2-08	Dell 17" CRT Monitor	1
Central Block	Interview Room 4	LI-2-09	Dell Optiplex GX520	1
Central Block	Interview Room 4	LI-2-09	Dell 17" CRT Monitor	1
House Block	Office X 2	HUB1/2-1-03	Dell Optiplex GX520	2
House Block	Office X 2	HUB1/2-1-03	Dell 17" CRT Monitor	2
House Block	Office X 2	HUB1/2-1-03	Digital Phone	2
House Block	Office X 2	HUB1/2-1-18	Dell Optiplex GX520	4
House Block	Office X 2	HUB1/2-1-18	Dell 17" CRT Monitor	4
House Block	Office X 2	HUB1/2-1-18	Analogue Phone	4
House Block	Office X 2	HUB1/2-1-18	HP LaserJet 2420N	2
House Block	Staff Control Room X 2	HUB1/2-1-20	Dell Optiplex GX520	4
House Block	Staff Control Room X 2	HUB1/2-1-20	Dell 17" CRT Monitor	4
House Block	Staff Control Room X 2	HUB1/2-1-20	Analogue Phone	2
House Block	Office X 2	HUB1/2-2-14	Dell Optiplex GX520	4
House Block	Office X 2	HUB1/2-2-14	Dell 17" CRT Monitor	4
House Block	Office X 2	HUB1/2-2-14	Analogue Phone	4
House Block	Triage Room X 2	HUB1/2-3-18	Analogue Phone	4
House Block	Staff Control Room X 2	HUB1/2-3-22	Dell Optiplex GX520	4

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Staff Control Room X 2	HUB1/2-3-22	Dell 17" CRT Monitor	4
House Block	Staff Control Room X 2	HUB1/2-3-22	Analogue Phone	2
House Block	Staff Workstation	HBA-1-01	Dell Optiplex GX520	1
House Block	Staff Workstation	HBA-1-01	Dell 17" CRT Monitor	1

House Block	Staff Workstation	HBA-1-01	Analogue Phone	1
House Block	Staff Workstation	HBA-3-01	Dell Optiplex GX520	1
House Block	Staff Workstation	HBA-3-01	Dell 17" CRT Monitor	1
House Block	Staff Workstation	HBA-3-01	Analogue Phone	1
House Block	Staff Workstation (X2)	HBB/C-1-01	Dell Optiplex GX520	2
House Block	Staff Workstation (X2)	HBB/C-1-01	Dell 17" CRT Monitor	2
House Block	Staff Workstation (X2)	HBB/C-1-01	Analogue Phone	2
House Block	Staff Workstation (X3)	HBD/E/F-1-01	Dell Optiplex GX520	3
House Block	Staff Workstation (X3)	HBD/E/F-1-01	Dell 17" CRT Monitor	3
House Block	Staff Workstation (X3)	HBD/E/F-1-01	Analogue Phone	3
House Block	Staff Workstation (X3)	HBD/E/F-3-01	Dell Optiplex GX520	3
House Block	Staff Workstation (X3)	HBD/E/F-3-01	Dell 17" CRT Monitor	3
House Block	Staff Workstation (X3)	HBD/E/F-3-01	Analogue Phone	3
House Block	Office X 2	HUB1/2-1-03	Dell Optiplex GX520	4
House Block	Office X 2	HUB1/2-1-03	Dell 17" CRT Monitor	4
House Block	Office X 2	HUB1/2-1-03	Analogue Phone	4
House Block	Office X 2	HUB1/2-1-03	HP LaserJet 2420N	2

<b>BUILDING</b>	<b>ROOM NAME</b>	<b>ROOM NO</b>	<b>DESCRIPTION</b>	<b>QTY</b>
House Block	Office X 2	HUB1/2-1-18	Dell Optiplex GX520	4
House Block	Office X 2	HUB1/2-1-18	Dell 17" CRT Monitor	4
House Block	Office X 2	HUB1/2-1-18	Analogue Phone	4

### SCHEDULE B: PART 3

#### LEASED ASSETS

The following equipment may be subject to lease agreements:

<b>BUILDING</b>	<b>ROOM NAME</b>	<b>ROOM NO</b>	<b>DESCRIPTION</b>	<b>QTY</b>
Entry Building	Vehicle Lock	VL-1-01	Escort Van	1
Entry Building	Vehicle Lock	VL-1-01	Works Van	1
Entry Building	Vehicle Lock	VL-1-01	Mini Bus	1
Entry Building	Office/Training	TR-1-12	Heavy Duty Photocopier	1
Entry Building	Post	AD-2-13	Franking Machine	1
Entry Building	Store/Photocopy	AD-2-30	Heavy Duty Photocopier	1
Central Block	Office	RD-1-01	Photocopier	1
Central Block	Link Centre	LI-2-05	Photocopier	1
Entry Building	Sterile Area	Outside	Compactor	1
Horticulture Store	Tractor Garage	HS-1-03	Access Platform	1

## SCHEDULE B: PART 4

### EQUIPMENT INCLUDING LEASED ASSETS TO BE PROVIDED BY THE CONTRACTOR

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Entry Building	Gate Lodge	GL-1-01	Document Transfer	1
Entry Building	Gate Lodge	GL-1-01	Document Transfer	1
Entry Building	Gate Lodge	GL-1-01	Glazed Screen	1
Entry Building	Gate Lodge	GL-1-01	Key Safe	1
Entry Building	Gate Lodge	GL-1-01	Cs Gas Safe	1
Entry Building	Gate Lodge	GL-1-01	Lockable Notice Board	1
Entry Building	Gate Lodge	GL-1-01	Phone Lockers	2
Entry Building	Gate Lodge	GL-1-01	Radio Racks	1
Entry Building	Gate Lodge	GL-1-01	Heart Beat Monitor	1
Entry Building	Gate Lodge	GL-1-01	Under Vehicle Mirror & Light	1
Entry Building	Gate Lodge	GL-1-01	Telescopic Mirror And Light	1
Entry Building	Gate Lodge	GL-1-01	Mirror	2
Entry Building	Gate Lodge	GL-1-01	Mirror	2
Entry Building	Gate Lodge	GL-1-01	Battery Recharging Station	1
Entry Building	Gate Lodge	GL-1-01	Media Safe	1
Entry Building	Gate Lodge	GL-1-01	Draughtsman Chair	2
Entry Building	Gate Lodge	GL-1-01	Fridge/Kettle/Microwave	1
Entry Building	Gate Lodge	GL-1-01	Sink And Counter	1
Entry Building	Gate Lodge	GL-1-01	Table	1
Entry Building	Gate Lodge	GL-1-01	Desk And Pedestal	1
Entry Building	Gate Lodge	GL-1-01	Chair-Operator	1
Entry Building	Gate Lodge	GL-1-01	Chair-Side	2
Entry Building	Gate Lodge	GL-1-01	Dry Wipe Board	1
Entry Building	W/C	GL-1-03	Soap Dispenser	1
Entry Building	W/C	GL-1-03	Mirror	1
Entry Building	W/C	GL-1-03	Bin/Brush/Dispensers	1
Entry Building	Male Staff Changing	GL-1-05	Lockers	80
Entry Building	Male Staff Changing	GL-1-05	Benches	8
Entry Building	Disabled Shower	GL-1-06	Soap Dispenser	1
Entry Building	Disabled W/C	GL-1-07	Soap Dispenser	1
Entry Building	Disabled W/C	GL-1-07	Mirror	1
Entry Building	Disabled W/C	GL-1-07	Bin/Brush/Dispensers	1
Entry Building	W/C	GL-1-08	Soap Dispenser	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Entry Building	W/C	GL-1-08	Mirror	1
Entry Building	W/C	GL-1-08	Bin/Brush/Dispensers	1
Entry Building	Disabled Shower	GL-1-10	Soap Dispenser	1
Entry Building	Disabled W/C	GL-1-11	Soap Dispenser	1
Entry Building	Disabled W/C	GL-1-11	Mirror	1
Entry Building	Disabled W/C	GL-1-11	Bin/Brush/Dispensers	1
Entry Building	Female Staff Changing	GL-1-13	Lockers	60
Entry Building	Female Staff Changing	GL-1-13	Benches	4
Entry Building	Store Room	GL-1-16	Racking	3
Entry Building	X Ray	GL-1-17	X Ray Machine	1
Entry Building	X Ray	GL-1-17	Metal Detector Portal	1
Entry Building	X Ray	GL-1-17	Curved Counter	1
Entry Building	Briefing Room	GL-1-18	Sink And Counter Unit	1
Entry Building	Briefing Room	GL-1-18	Chair-Easy	15
Entry Building	Briefing Room	GL-1-18	Table	4
Entry Building	Briefing Room	GL-1-18	Chair-Side	8
Entry Building	Briefing Room	GL-1-18	Dry Wipe Board	2
Entry Building	Briefing Room	GL-1-18	Notice Board	2
Entry Building	Briefing Room	GL-1-18	Fridge/Kettle/Microwave	1
Entry Building	Search	GL-1-19	Chair-Poly	1
Entry Building	Search	GL-1-19	Table-Student	1
Entry Building	Search	GL-1-19	Notice Board	1
Entry Building	Lobby	GL-1-21	Matting	1
Entry Building	Confidential Waste	ST-1-03	Racking	5
Entry Building	Secure Store	ST-1-04	Racking	5
Entry Building	Stores Office	ST-1-05	4 Drawer Filing Cabinet	3
Entry Building	Stores Office	ST-1-05	Desk And Pedestal	2
Entry Building	Stores Office	ST-1-05	Chair-Operator	2
Entry Building	Stores Office	ST-1-05	Dry Wipe Board	2
Entry Building	Stores Office	ST-1-05	Notice Board	2
Entry Building	Stores Office	ST-1-05	Bookcase	2
Entry Building	Stores Office	ST-1-05	Table	2
Entry Building	Stores Office	ST-1-05	Fax Machine	1
Entry Building	Stores Office	ST-1-05	Fridge/Kettle/Microwave	1
Entry Building	Staff WC	ST-1-06	Soap Dispenser	1
Entry Building	Staff WC	ST-1-06	Mirror	1
Entry Building	Staff WC	ST-1-06	Bin/Brush/Dispensers	1
Entry Building	Stores	ST-1-08	Heavy Duty Racking	53
Entry Building	Stores	ST-1-08	Labelling Machine	1
Entry Building	Stores	ST-1-08	Pallet Trucks	2
Entry Building	Stores	ST-1-08	Trolleys	4
Entry Building	Stores	ST-1-08	Laundry Trolleys	10

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Entry Building	Stores	ST-1-08	Chair-Poly	5
Entry Building	Laundry	ST-1-10	Racking	31
Entry Building	Shop Store	ST-1-11	Racking	51
Entry Building	Shop Store	ST-1-11	Table	2
Entry Building	Shop Store	ST-1-11	Chair-Poly	5
Entry Building	Shop Office	ST-1-12	Desk And Pedestal	1
Entry Building	Shop Office	ST-1-12	Chair-Operator	1
Entry Building	Shop Office	ST-1-12	Dry Wipe Board	1
Entry Building	Shop Office	ST-1-12	Notice Board	1
Entry Building	Shop Office	ST-1-12	Table	1
Entry Building	Shop Office	ST-1-12	4 Drawer Filing Cabinet	2
Entry Building	Paint Store	WO-1-02	Racking	3
Entry Building	Paint Store	WO-1-02	Inflammable Liquid Store	1
Entry Building	Archive	WO-2-02	Racking	50
Entry Building	Archive	WO-2-04	Racking	28
Entry Building	Showers / Lockers	WO-2-06	Soap Dispenser	1
Entry Building	Showers / Lockers	WO-2-06	Soap Dispenser	1
Entry Building	Showers / Lockers	WO-2-06	Mirror	1
Entry Building	Showers / Lockers	WO-2-06	Bin/Brush/Dispensers	1
Entry Building	Showers / Lockers	WO-2-07	Lockers	12
Entry Building	Refreshment Area	WO-2-09	Sink And Counter Unit	1
Entry Building	Refreshment Area	WO-2-09	Fridge/Kettle/Microwave	1
Entry Building	Refreshment Area	WO-2-09	Table	2
Entry Building	Refreshment Area	WO-2-09	Chair-Poly	8
Entry Building	Records Store	WO-2-10	Racking	5
Entry Building	General Office	WO-2-11	Desk High Work Surface	1
Entry Building	General Office	WO-2-11	4 Drawer Filing Cabinet	1
Entry Building	General Office	WO-2-11	Chair-Operator	1
Entry Building	General Office	WO-2-11	Dry Wipe Board	1
Entry Building	General Office	WO-2-11	Notice Board	1
Entry Building	General Office	WO-2-11	Bookcase	1
Entry Building	Managers Office	WO-2-12	Desk High Work Surface	1
Entry Building	Managers Office	WO-2-12	4 Drawer Filing Cabinet	1
Entry Building	Managers Office	WO-2-12	Chair-Operator	1
Entry Building	Managers Office	WO-2-12	Dry Wipe Board	1
Entry Building	Managers Office	WO-2-12	Notice Board	1
Entry Building	Managers Office	WO-2-12	Bookcase	1
Entry Building	Vehicle Lock	VL-1-01	Mirror-Convex	1
Entry Building	Vehicle Lock	VL-1-01	Mirror-Concave	1
Entry Building	Vehicle Lock	VL-1-01	Escort Van	1
Entry Building	Vehicle Lock	VL-1-01	Works Van	1
Entry Building	Vehicle Lock	VL-1-01	Mini Bus	1
Entry Building	Ladder Store	VL-1-04	Racks For Ladders	1



BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Entry Building	Ladder Store	VL-1-04	Chains	1
Entry Building	Sterile Area	Outside	Compactor	1
Entry Building	Workshop	VL-2-03	Sink And Counter Unit	1
Entry Building	Workshop	VL-2-03	Fixed Work Surface	1
Entry Building	Workshop	VL-2-03	Racking	5
Entry Building	C & R Store	VL-2-04	Racking	22
Entry Building	C & R Store	VL-2-04	Door Ram	1
Entry Building	C & R Store	VL-2-04	Helmets	51
Entry Building	C & R Store	VL-2-04	Neck Protectors	51
Entry Building	C & R Store	VL-2-04	Elbow, Shin & Knee Pads	51
Entry Building	C & R Store	VL-2-04	Pairs Of Boots	51
Entry Building	C & R Store	VL-2-04	Fire Proof Overalls	51
Entry Building	C & R Store	VL-2-04	Batons	51
Entry Building	C & R Store	VL-2-04	C & R Shields	51
Entry Building	Training Room	TR-1-01	Table-Student	30
Entry Building	Training Room	TR-1-01	Chair-Student	30
Entry Building	Training Room	TR-1-01	Large Dry Wipe Board	1
Entry Building	Training Room	TR-1-01	Notice Board	2
Entry Building	Training Room	TR-1-01	Tv / Video	1
Entry Building	Training Room	TR-1-01	Lcd Projector And Screen	1
Entry Building	Training Room	TR-1-01	6' Cupboard	1
Entry Building	Single Cell	TR-1-03	Safe Cell Furniture	1
Entry Building	Double Cell	TR-1-04	Safe Cell Furniture	1
Entry Building	Double Cell	TR-1-04	Chair-Cell	2
Entry Building	Store Room	TR-1-05	Racking	3
Entry Building	Cleaner	TR-1-06	Racking	1
Entry Building	Male W/C	TR-1-07	Lockers	7
Entry Building	Male W/C	TR-1-07	Soap Dispenser	3
Entry Building	Male W/C	TR-1-07	Mirror	3
Entry Building	Male W/C	TR-1-07	Bin/Brush/Dispensers	2
Entry Building	Male W/C	TR-1-07	Soap Dispenser	1
Entry Building	Lobby	TR-1-08	Entrance Matting	1
Entry Building	Female W/C	TR-1-09	Lockers	5
Entry Building	Female W/C	TR-1-09	Soap Dispenser	3
Entry Building	Female W/C	TR-1-09	Mirror	3
Entry Building	Female W/C	TR-1-09	Bin/Brush/Dispensers	2
Entry Building	Female W/C	TR-1-09	Soap Dispenser	1
Entry Building	Disabled W/C	TR-1-10	Soap Dispenser	1
Entry Building	Disabled W/C	TR-1-10	Mirror	1
Entry Building	Disabled W/C	TR-1-10	Bin/Brush/Dispensers	1
Entry Building	Refreshments	TR-1-11	Sink And Counter Unit	1
Entry Building	Refreshments	TR-1-11	Fridge/Microwave	1
Entry Building	Refreshments	TR-1-11	Water Boiler	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Entry Building	Office/Training	TR-1-12	4 Drawer Filing Cabinet	2
Entry Building	Office/Training	TR-1-12	Desk And Pedestal	2
Entry Building	Office/Training	TR-1-12	Chair-Operator	2
Entry Building	Office/Training	TR-1-12	Dry Wipe Board	2
Entry Building	Office/Training	TR-1-12	Notice Board	2
Entry Building	Office/Training	TR-1-12	Bookcase	2
Entry Building	Office/Training	TR-1-12	Chair-Student	2
Entry Building	Office/Training	TR-1-12	Heavy Duty Photocopier	1
Entry Building	Office/Training	TR-1-12	Fax Machine	1
Entry Building	Reception	VR-1-01	Entrance Matting	1
Entry Building	X Ray	VR-1-02	X Ray Machine	1
Entry Building	X Ray	VR-1-02	Metal Detector Portal	1
Entry Building	X Ray	VR-1-02	Curved Counter	1
Entry Building	X Ray	VR-1-02	Chair-Poly	2
Entry Building	Search	VR-1-04	Table-Student	1
Entry Building	Cleaner	VR-1-05	Racking	1
Entry Building	Goods In	VR-1-06	Counter	1
Entry Building	Store	VR-1-07	Racking	6
Entry Building	Waiting	VR-1-08	Vending Machine	1
Entry Building	Waiting	VR-1-08	Vending Machine	1
Entry Building	Waiting	VR-1-08	Boom Seating	6
Entry Building	Waiting	VR-1-08	Lockable Notice Board	3
Entry Building	Baby Change	VR-1-09	Counter, To Change Baby	1
Entry Building	Baby Change	VR-1-09	Soap Dispenser	1
Entry Building	Male W/C	VR-1-10	Soap Dispenser	2
Entry Building	Male W/C	VR-1-10	Mirror	2
Entry Building	Male W/C	VR-1-10	Bin/Brush/Dispensers	2
Entry Building	Disabled W/C	VR-1-11	Soap Dispenser	1
Entry Building	Disabled W/C	VR-1-11	Mirror	1
Entry Building	Disabled W/C	VR-1-11	Bin/Brush/Dispensers	1
Entry Building	Female W/C	VR-1-12	Soap Dispenser	2
Entry Building	Female W/C	VR-1-12	Mirror	2
Entry Building	Female W/C	VR-1-12	Bin/Brush/Dispensers	2
Entry Building	Interview	VR-1-13	Chair-Student	4
Entry Building	Interview	VR-1-13	Table	1
Entry Building	Office	VR-1-14	Hatch With Window	1
Entry Building	Office	VR-1-14	Desk High Counter	1
Entry Building	Office	VR-1-14	Chair-Operator	1
Entry Building	Lockers	VR-1-15	Lockers	20
Entry Building	Disabled W/C	VI-1-04	Soap Dispenser	1
Entry Building	Disabled W/C	VI-1-04	Mirror	1
Entry Building	Disabled W/C	VI-1-04	Bin/Brush/Dispensers	1
Entry Building	Staff W/C	VI-1-05	Soap Dispenser	1

<b>BUILDING</b>	<b>ROOM NAME</b>	<b>ROOM NO</b>	<b>DESCRIPTION</b>	<b>QTY</b>
Entry Building	Staff W/C	VI-1-05	Mirror	1
Entry Building	Staff W/C	VI-1-05	Bin/Brush/Dispensers	1
Entry Building	Main Waiting Room	VI-1-06	Boom Seating	6
Entry Building	Main Waiting Room	VI-1-06	Notice Board	2
Entry Building	Search	VI-1-07	Table-Student	1
Entry Building	Official Visits Waiting	VI-1-09	Table-Coffee	2
Entry Building	Official Visits Waiting	VI-1-09	Chair-Easy	8
Entry Building	Cleaner	VI-1-10	Racking	1
Entry Building	Closed Visits X 5	VI-1-12-16	Counter With Screen	5
Entry Building	Closed Visits X 5	VI-1-12-16	Chair-Poly	15
Entry Building	Official Visits X 15	VI-1-19-24/26-34	Table	15
Entry Building	Official Visits X 15	VI-1-19-24/26-34	Chair-Student	45
Entry Building	Official Visits	VI-1-35	Table	1
Entry Building	Official Visits	VI-1-35	Chair-Student	3
Entry Building	Video Courts X 4	VI-1-37-40	Table	5
Entry Building	Video Courts X 4	VI-1-37-40	Chair-Student	7
Entry Building	Video Courts X 4	VI-1-37-40	Heavy Curtains	12
Entry Building	Office	VI-1-42	4 Drawer Filing Cabinet	1
Entry Building	Office	VI-1-42	Desk And Pedestal	1
Entry Building	Office	VI-1-42	Chair-Operator	1
Entry Building	Office	VI-1-42	Dry Wipe Board	1
Entry Building	Office	VI-1-42	Notice Board	1
Entry Building	Office	VI-1-42	Fax Machine	1
Entry Building	W/C	VI-1-43	Soap Dispenser	1
Entry Building	W/C	VI-1-43	Mirror	1
Entry Building	W/C	VI-1-43	Bin/Brush/Dispensers	1
Entry Building	Waiting	VI-1-44	Benches	6
Entry Building	Waiting	VI-1-44	High Counter	1
Entry Building	Cleaner	VI-1-45	Racking	1
Entry Building	Search	VI-1-46	Table-Student	1
Entry Building	Search	VI-1-47	Table-Student	1
Entry Building	Holding	VI-1-48	Benches	6
Entry Building	Holding	VI-1-50	Benches	8
Entry Building	Search	VI-2-03	Table-Student	1
Entry Building	Disabled W/C & Baby Change	VI-2-05	Soap Dispenser	1
Entry Building	Disabled W/C & Baby Change	VI-2-05	Mirror	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Entry Building	Disabled W/C & Baby Change	VI-2-05	Bin/Brush/Dispensers	1
Entry Building	Disabled W/C & Baby Change	VI-2-05	Baby Changing Table	1
Entry Building	Male W/C	VI-2-06	Soap Dispenser	2
Entry Building	Male W/C	VI-2-06	Mirror	2
Entry Building	Male W/C	VI-2-06	Bin/Brush/Dispensers	1
Entry Building	Female W/C	VI-2-07	Soap Dispenser	4
Entry Building	Female W/C	VI-2-07	Mirror	4
Entry Building	Female W/C	VI-2-07	Bin/Brush/Dispensers	4
Entry Building	Access Control	VI-2-08	Reception Desk	1
Entry Building	Access Control	VI-2-08	Turnstile	1
Entry Building	Access Control	VI-2-08	Chair-Operator	1
Entry Building	Open Visits	VI-2-09	Table Opposite Two Seats	7
Entry Building	Open Visits	VI-2-09	Table Opposite Three Seats	39
Entry Building	Open Visits	VI-2-09	Table Opposite One Seat	6
Entry Building	Creche	VI-2-10	Children's Toys	1
Entry Building	Creche	VI-2-10	Tv / Video Combi Unit	1
Entry Building	Creche	VI-2-10	Fence And Furniture	1
Entry Building	Control	VI-2-11	Control Desk	1
Entry Building	Control	VI-2-11	2 Drawer Filing Cabinets	3
Entry Building	Control	VI-2-11	Chair-Operator	2
Entry Building	WRVS	VI-2-12	Counter With Shutter	1
Entry Building	WRVS	VI-2-12	Water Boiler	1
Entry Building	WRVS	VI-2-12	Sink With Counter	1
Entry Building	WRVS	VI-2-12	Soap Dispenser	1
Entry Building	WRVS	VI-2-12	Retail Shelving	1
Entry Building	WRVS	VI-2-12	Fridge/Microwave	1
Entry Building	WRVS	VI-2-12	Cash Register	1
Entry Building	Office	VI-2-14	4 Drawer Filing Cabinet	1
Entry Building	Office	VI-2-14	Desk And Pedestal	1
Entry Building	Office	VI-2-14	Chair-Operator	2
Entry Building	Office	VI-2-14	Dry Wipe Board	1
Entry Building	Office	VI-2-14	Notice Board	1
Entry Building	Office	VI-2-14	Bookcase	1
Entry Building	Office	VI-2-14	Counter	1
Entry Building	Director Suite	AD-2-01	4 Drawer Filing Cabinet	1
Entry Building	Director Suite	AD-2-01	Desk And Pedestal	1
Entry Building	Director Suite	AD-2-01	Chair-Operator	1
Entry Building	Director Suite	AD-2-01	Chair-Student	1
Entry Building	Director Suite	AD-2-01	Dry Wipe Board	1
Entry Building	Director Suite	AD-2-01	Notice Board	1
Entry Building	Director Suite	AD-2-01	Bookcase	1
Entry Building	Director Suite	AD-2-01	Table-Coffee	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Entry Building	Director Suite	AD-2-01	Chair-Easy	4
Entry Building	Director Suite	AD-2-01	Large Safe	1
Entry Building	W/C	AD-2-03	Soap Dispenser	1
Entry Building	W/C	AD-2-03	Mirror	1
Entry Building	W/C	AD-2-03	Bin/Brush/Dispensers	1
Entry Building	Control Room Kitchen	AD-2-04	Fridge/Kettle/Microwave	1
Entry Building	Control Room Kitchen	AD-2-04	Sink And Counter	1
Entry Building	Control Room Kitchen	AD-2-04	Shelf on wall to place microwave	1
Entry Building	Control Room	AD-2-06	Control Desk	1
Entry Building	Control Room	AD-2-06	24 Hour Chair	3
Entry Building	Control Room	AD-2-06	Dry Wipe Board	4
Entry Building	Control Room	AD-2-06	Notice Board	2
Entry Building	MER	AD-2-07	Table-Student	1
Entry Building	MER	AD-2-07	Chair-Student	1
Entry Building	MER	AD-2-07	6' Cupboard	1
Entry Building	Incident Room	AD-2-08	Storage Cupboard	1
Entry Building	Incident Room	AD-2-08	Table-Semi Circular Flip Top	2
Entry Building	Incident Room	AD-2-08	Table-Rectangular Flip Top	4
Entry Building	Incident Room	AD-2-08	Chairs-Meeting	12
Entry Building	Incident Room	AD-2-08	Dry Wipe Board	6
Entry Building	Incident Room	AD-2-08	Notice Board	2
Entry Building	Incident Room	AD-2-08	Electronic Copy Board	1
Entry Building	Incident Room	AD-2-08	Tv / Video	1
Entry Building	Store	AD-2-09	Fridge/Kettle/Microwave	1
Entry Building	Store	AD-2-09	Sink And Counter	1
Entry Building	Store	AD-2-09	Shelf on wall to place microwave	1
Entry Building	Store	AD-2-09	Racking	2
Entry Building	Cleaner Store	AD-2-10	Racking	1
Entry Building	Post	AD-2-13	4 Drawer Filing Cabinet	2
Entry Building	Post	AD-2-13	Desk And Pedestal	1
Entry Building	Post	AD-2-13	Chair-Operator	1
Entry Building	Post	AD-2-13	Dry Wipe Board	1
Entry Building	Post	AD-2-13	Notice Board	1
Entry Building	Post	AD-2-13	Bookcase	1
Entry Building	Post	AD-2-13	Desk High Work Surface	1
Entry Building	Post	AD-2-13	Franking Machine	1
Entry Building	Post	AD-2-13	Fax Machine	1
Entry Building	Post	AD-2-13	Wire Letter Rack	1
Entry Building	Security Office	AD-2-14	4 Drawer Filing Cabinet	4
Entry Building	Security Office	AD-2-14	Desk And Pedestal	4
Entry Building	Security Office	AD-2-14	Chair-Operator	4

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Entry Building	Security Office	AD-2-14	Dry Wipe Board	2
Entry Building	Security Office	AD-2-14	Notice Board	2
Entry Building	Security Office	AD-2-14	Bookcase	1
Entry Building	Security Office	AD-2-14	Chair-Student	2
Entry Building	Security Office	AD-2-14	6' Cupboard	1
Entry Building	Security Office	AD-2-14	Metal Detector Wands	30
Entry Building	Security Office	AD-2-14	Digital Camera	1
Entry Building	Security Office	AD-2-14	Digital Camcorder	1
Entry Building	Security Office	AD-2-14	Battery Recharging Station	1
Entry Building	Security Office	AD-2-14	Fax Machine	1
Entry Building	Security Office	AD-2-14	Telephone Recording Equipment	1
Entry Building	Security Office	AD-2-14	Mobile Phone	15
Entry Building	Security Office	AD-2-14	Pager	30
Entry Building	Male W/C	AD-2-16	Soap Dispenser	2
Entry Building	Male W/C	AD-2-16	Mirror	2
Entry Building	Male W/C	AD-2-16	Bin/Brush/Dispensers	2
Entry Building	Female Staff Toilet	AD-2-17	Soap Dispenser	2
Entry Building	Female Staff Toilet	AD-2-17	Mirror	2
Entry Building	Female Staff Toilet	AD-2-17	Bin/Brush/Dispensers	2
Entry Building	Disabled W/C	AD-2-18	Soap Dispenser	1
Entry Building	Disabled W/C	AD-2-18	Mirror	1
Entry Building	Disabled W/C	AD-2-18	Bin/Brush/Dispensers	1
Entry Building	Staff	AD-2-19	Sink And Counter Unit	1
Entry Building	Staff	AD-2-19	Soap Dispenser	1
Entry Building	Staff	AD-2-19	Fridge/Microwave	1
Entry Building	Staff	AD-2-19	Dishwasher	1
Entry Building	Staff	AD-2-19	Water Boiler	1
Entry Building	Staff	AD-2-19	Table	2
Entry Building	Staff	AD-2-19	Chair-Student	8
Entry Building	Conference Room	AD-2-20	Storage Cupboard	1
Entry Building	Conference Room	AD-2-20	Table-Semi Circular Flip Top	2
Entry Building	Conference Room	AD-2-20	Table-Rectangular Flip Top	4
Entry Building	Conference Room	AD-2-20	Chairs-Meeting	12
Entry Building	Conference Room	AD-2-20	Dry Wipe Board	6
Entry Building	Conference Room	AD-2-20	Notice Board	2
Entry Building	PA	AD-2-21	4 Drawer Filing Cabinet	1
Entry Building	PA	AD-2-21	Desk And Pedestal	1
Entry Building	PA	AD-2-21	Chair-Operator	1
Entry Building	PA	AD-2-21	Chair-Student	1
Entry Building	PA	AD-2-21	Notice Board	1
Entry Building	PA	AD-2-21	Bookcase	1
Entry Building	PA	AD-2-21	Fax Machine	1
Entry Building	PA	AD-2-21	Table	1

<b>BUILDING</b>	<b>ROOM NAME</b>	<b>ROOM NO</b>	<b>DESCRIPTION</b>	<b>QTY</b>
Entry Building	Office	AD-2-22	4 Drawer Filing Cabinet	1
Entry Building	Office	AD-2-22	Desk And Pedestal	1
Entry Building	Office	AD-2-22	Chair-Operator	1
Entry Building	Office	AD-2-22	Chair-Student	1
Entry Building	Office	AD-2-22	Dry Wipe Board	1
Entry Building	Office	AD-2-22	Notice Board	1
Entry Building	Office	AD-2-22	Bookcase	1
Entry Building	Office	AD-2-23	4 Drawer Filing Cabinet	1
Entry Building	Office	AD-2-23	Desk And Pedestal	1
Entry Building	Office	AD-2-23	Chair-Operator	1
Entry Building	Office	AD-2-23	Chair-Student	1
Entry Building	Office	AD-2-23	Dry Wipe Board	1
Entry Building	Office	AD-2-23	Notice Board	1
Entry Building	Office	AD-2-23	Bookcase	1
Entry Building	Office	AD-2-24	4 Drawer Filing Cabinet	1
Entry Building	Office	AD-2-24	Desk And Pedestal	1
Entry Building	Office	AD-2-24	Chair-Operator	1
Entry Building	Office	AD-2-24	Chair-Student	1
Entry Building	Office	AD-2-24	Dry Wipe Board	1
Entry Building	Office	AD-2-24	Notice Board	1
Entry Building	Office	AD-2-24	Bookcase	1
Entry Building	Office	AD-2-25	4 Drawer Filing Cabinet	2
Entry Building	Office	AD-2-25	Desk And Pedestal	2
Entry Building	Office	AD-2-25	Chair-Operator	2
Entry Building	Office	AD-2-25	Chair-Student	1
Entry Building	Office	AD-2-25	Dry Wipe Board	2
Entry Building	Office	AD-2-25	Notice Board	2
Entry Building	Office	AD-2-25	Bookcase	1
Entry Building	Office	AD-2-25	Fax Machine	1
Entry Building	Office	AD-2-26	4 Drawer Filing Cabinet	1
Entry Building	Office	AD-2-26	Desk And Pedestal	1
Entry Building	Office	AD-2-26	Chair-Operator	1
Entry Building	Office	AD-2-26	Chair-Student	1
Entry Building	Office	AD-2-26	Dry Wipe Board	1
Entry Building	Office	AD-2-26	Notice Board	1
Entry Building	Office	AD-2-26	Bookcase	1
Entry Building	Office	AD-2-27	4 Drawer Filing Cabinet	1
Entry Building	Office	AD-2-27	Desk And Pedestal	1
Entry Building	Office	AD-2-27	Chair-Operator	1
Entry Building	Office	AD-2-27	Chair-Student	1
Entry Building	Office	AD-2-27	Dry Wipe Board	1
Entry Building	Office	AD-2-27	Notice Board	1
Entry Building	Office	AD-2-27	Bookcase	1

<b>BUILDING</b>	<b>ROOM NAME</b>	<b>ROOM NO</b>	<b>DESCRIPTION</b>	<b>QTY</b>
Entry Building	Interview	AD-2-28	Chair-Student	3
Entry Building	Interview	AD-2-28	Table	1
Entry Building	Interview	AD-2-29	Chair-Student	3
Entry Building	Interview	AD-2-29	Table	1
Entry Building	Store/Photocopy	AD-2-30	Racking	1
Entry Building	Store/Photocopy	AD-2-30	Heavy Duty Photocopier	1
Entry Building	Store/Photocopy	AD-2-30	Shredder	1
Entry Building	Store/Photocopy	AD-2-30	6' Cupboard	1
Entry Building	Store/Photocopy	AD-2-30	Copy Printer	1
Entry Building	Store/Photocopy	AD-2-30	Media Fire Safe	1
Entry Building	Open Plan Administration	AD-2-31	120 Desk And Pedestal	24
Entry Building	Open Plan Administration	AD-2-31	Chair-Operator	24
Entry Building	Open Plan Administration	AD-2-31	Desk High Pedestal	8
Entry Building	Open Plan Administration	AD-2-31	Cabling	1
Entry Building	Open Plan Administration	AD-2-31	Fax Machine	1
Entry Building	Open Plan Administration	AD-2-31	6' Cupboard	4
Entry Building	Open Plan Administration	AD-2-31	4 Drawer Filing Cabinet	15
Entry Building	Controllers Staff	AD-2-32	4 Drawer Filing Cabinet	4
Entry Building	Controllers Staff	AD-2-32	Desk And Pedestal	4
Entry Building	Controllers Staff	AD-2-32	Chair-Operator	4
Entry Building	Controllers Staff	AD-2-32	Chair-Student	2
Entry Building	Controllers Staff	AD-2-32	Dry Wipe Board	2
Entry Building	Controllers Staff	AD-2-32	Notice Board	2
Entry Building	Controllers Staff	AD-2-32	Bookcase	2
Entry Building	Controllers Office	AD-2-33	4 Drawer Filing Cabinet	2
Entry Building	Controllers Office	AD-2-33	Desk And Pedestal	1
Entry Building	Controllers Office	AD-2-33	Chair-Operator	1
Entry Building	Controllers Office	AD-2-33	Chair-Student	2
Entry Building	Controllers Office	AD-2-33	Dry Wipe Board	1
Entry Building	Controllers Office	AD-2-33	Notice Board	1
Entry Building	Controllers Office	AD-2-33	Bookcase	1
Entry Building	Store	AD-2-35	Racking	3
Horticulture Store	Tractor Garage/Office 8m Square	HS-1-01	Lockers	1
Horticulture Store	Tractor Garage/Office 8m Square	HS-1-01	4 Drawer Filing Cabinet	1



BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Horticulture Store	Tractor Garage / Office 8m Square	HS-1-01	Desk And Pedestal	1
Horticulture Store	Tractor Garage / Office 8m Square	HS-1-01	Chair-Operator	1
Horticulture Store	Tractor Garage / Office 8m Square	HS-1-01	Dry Wipe Board	1
Horticulture Store	Tractor Garage / Office 8m Square	HS-1-01	Notice Board	1
Horticulture Store	Tractor Garage / Prisoner Changing	HS-1-02	Soap Dispenser	1
Horticulture Store	Tractor Garage / Prisoner Changing	HS-1-02	Benches	2
Horticulture Store	Tractor Garage	HS-1-03	Access Platform	1
Horticulture Store	Tractor Garage	HS-1-03	Lockable Tool Cage	1
Horticulture Store	Tractor Garage	HS-1-03	Maintenance Tools And Test Equip	1
Horticulture Store	Tractor Garage	HS-1-03	Telescopic Hoist	1
Horticulture Store	Tractor Garage	HS-1-03	Kubota Tractor	1
Horticulture Store	Tractor Garage	HS-1-03	Trailer	1
Horticulture Store	Tractor Garage	HS-1-03	Snow Plough	1
Horticulture Store	Tractor Garage	HS-1-03	Gritter	1
Horticulture Store	Tractor Garage	HS-1-03	Grass Cutting Beds And Collectors	1
Horticulture Store	Tractor Garage	HS-1-03	Mechanical Road Sweeper	1
Horticulture Store	Tractor Garage	HS-1-03	Electric Floor Buffer	6
Horticulture Store	Tractor Garage	HS-1-03	Wet And Dry Cleaner	1
Horticulture Store	Tractor Garage	HS-1-03	Emergency Contingency Equipment	1
Horticulture Store	Tractor Garage	HS-1-03	Gardening Tools	1
Horticulture	Garden	N/A	Poly Tunnel	3
Horticulture	Garden	N/A	Green House	1
Central Block	Inmate Rest Area	CA-1-31	Coffee Bar	1
Central Block	Inmate Rest Area	CA-1-31	Poly Chair	12
Central Block	Whites Store	CA-1-29	Wooden Shelving	1
Central Block	Inmate Changing	CA-1-28	Heavy Duty Benches	2
Central Block	Knife And Tool Store	CA-1-25	Shadowboard	3
Central Block	Supervisors Office	CA-1-26	4 Drawer Filing Cabinet	1
Central Block	Supervisors Office	CA-1-26	Desk And Pedestal	1
Central Block	Supervisors Office	CA-1-26	Chair-Operator	1
Central Block	Supervisors Office	CA-1-26	Chair-Student	1
Central Block	Supervisors Office	CA-1-26	Dry Wipe Board	1
Central Block	Supervisors Office	CA-1-26	Notice Board	1
Central Block	Supervisors Office	CA-1-26	Bookcase	1
Central Block	Supervisors Office	CA-1-26	Window	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Catering Staff Changing	CA-1-24	Mirror	1
Central Block	Catering Staff Changing	CA-1-24	Lockers	6
Central Block	Catering Staff Changing	CA-1-24	Bin/Brush/Dispensers	1
Central Block	Catering Staff Changing	CA-1-24	Soap Dispenser	1
Central Block	Catering Staff Changing	CA-1-24	Benches	2
Central Block	Catering Manager	CA-1-16	4 Drawer Filing Cabinet	2
Central Block	Catering Manager	CA-1-16	Desk And Pedestal	1
Central Block	Catering Manager	CA-1-16	Chair-Operator	1
Central Block	Catering Manager	CA-1-16	Chair-Student	2
Central Block	Catering Manager	CA-1-16	Dry Wipe Board	1
Central Block	Catering Manager	CA-1-16	Notice Board	1
Central Block	Catering Manager	CA-1-16	Bookcase	1
Central Block	Catering Manager	CA-1-16	Fax Machine	1
Central Block	Store	CA-1-17	Racking	2
Central Block	Trolley Park	CA-1-32	Cambro Heated Trolley	15
Central Block	Trolley Park	CA-1-32	Large Shadow Boards	6
Central Block	Store	SD-2-01	Racking	3
Central Block	Servery	SD-2-02	As Per Drawings	1
Central Block	Staff Dining	SD-2-03	Chair-Poly	48
Central Block	Staff Dining	SD-2-03	Table	12
Central Block	Staff Dining	SD-2-03	Water Cooler	1
Central Block	Male W/C	SD-2-04	Soap Dispenser	1
Central Block	Male W/C	SD-2-04	Mirror	2
Central Block	Male W/C	SD-2-04	Bin/Brush/Dispensers	1
Central Block	Disabled W/C	SD-2-05	Soap Dispenser	1
Central Block	Disabled W/C	SD-2-05	Mirror	1
Central Block	Disabled W/C	SD-2-05	Bin/Brush/Dispensers	1
Central Block	Cl	SD-2-07	Racking	1
Central Block	Female W/C	SD-2-08	Soap Dispenser	1
Central Block	Female W/C	SD-2-08	Mirror	1
Central Block	Female W/C	SD-2-08	Bin/Brush/Dispensers	1
Central Block	Secure Hoist	HC-2-37	Hoist	1
Central Block	Office	RD-1-01	4 Drawer Filing Cabinet	1
Central Block	Office	RD-1-01	Desk And Pedestal	1
Central Block	Office	RD-1-01	Chair-Operator	1
Central Block	Office	RD-1-01	Chair-Student	1
Central Block	Office	RD-1-01	Dry Wipe Board	1
Central Block	Office	RD-1-01	Notice Board	1
Central Block	Office	RD-1-01	Bookcase	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Office	RD-1-01	Photocopier	1
Central Block	Reception	RD-1-02	Entrance Matting	1
Central Block	Reception	RD-1-02	Reception Desk	1
Central Block	Reception	RD-1-02	Dry Wipe Board	1
Central Block	Reception	RD-1-02	Notice Board	1
Central Block	Small Holding Cell	RD-1-03	Heavy Duty Benches	3
Central Block	Small Holding Cell	RD-1-04	Heavy Duty Benches	3
Central Block	Large Holding Cell	RD-1-05	Heavy Duty Benches	3
Central Block	Large Holding Cell	RD-1-05	Tv Video / Dvd Combi	1
Central Block	Large Holding Cell	RD-1-05	Secure Shelf And Cabinet For Tv	1
Central Block	Medical Room	RD-1-06	4 Drawer Filing Cabinet	1
Central Block	Medical Room	RD-1-06	Desk And Pedestal	1
Central Block	Medical Room	RD-1-06	Chair-Operator	1
Central Block	Medical Room	RD-1-06	Chair-Poly	1
Central Block	Medical Room	RD-1-06	Soap Dispenser	1
Central Block	Medical Room	RD-1-06	Examination Couch	1
Central Block	Medical Room	RD-1-06	Examination Light	1
Central Block	Medical Room	RD-1-06	Scales	1
Central Block	Medical Room	RD-1-06	Height Measure	1
Central Block	Servery	RD-1-07	Fit Out	1
Central Block	Servery	RD-1-07	Shadowboard	1
Central Block	Small Holding Cell	RD-1-08	Heavy Duty Benches	3
Central Block	Small Holding Cell	RD-1-09	Heavy Duty Benches	3
Central Block	Small Holding Cell	RD-1-12	Heavy Duty Benches	3
Central Block	Small Holding Cell	RD-1-13	Heavy Duty Benches	3
Central Block	MDT	RD-1-14	MDT Test Toilet	1
Central Block	MDT	RD-1-14	Soap Dispenser	1
Central Block	MDT	RD-1-14	Screens Around The Toilet	1
Central Block	MDT	RD-1-14	Sink And Counter	1
Central Block	MDT	RD-1-14	Pharmacy Fridge	1
Central Block	MDT	RD-1-14	Dry Wipe Board	1
Central Block	MDT	RD-1-14	Notice Board	1
Central Block	MDT	RD-1-14	Chair-Poly	2
Central Block	MDT	RD-1-14	4 Drawer Filing Cabinet	1
Central Block	Waiting Room	RD-1-15	Benches	1
Central Block	Store	RD-1-16	Racking	1
Central Block	Office	RD-1-17	4 Drawer Filing Cabinet	1
Central Block	Office	RD-1-17	Desk And Pedestal	1
Central Block	Office	RD-1-17	Chair-Operator	1
Central Block	Office	RD-1-17	Chair-Student	1
Central Block	Office	RD-1-17	Dry Wipe Board	1
Central Block	Office	RD-1-17	Notice Board	1
Central Block	Office	RD-1-17	Bookcase	1

<b>BUILDING</b>	<b>ROOM NAME</b>	<b>ROOM NO</b>	<b>DESCRIPTION</b>	<b>QTY</b>
Central Block	Property Store	RD-1-18	Racking	117
Central Block	Property Store	RD-1-18	4 Drawer Filing Cabinet	2
Central Block	Property Store	RD-1-18	Chair-Poly	2
Central Block	Property Store	RD-1-18	Table	2
Central Block	Property Store	RD-1-18	Table Top X Ray Machine	1
Central Block	Strip Search	RD-1-20	Cubicles	3
Central Block	Process Room	RD-1-21	120 Desk And Pedestal	1
Central Block	Process Room	RD-1-21	Table	2
Central Block	Process Room	RD-1-21	Chair-Operator	1
Central Block	Process Room	RD-1-21	Chair-Student	1
Central Block	Process Room	RD-1-21	Digital Camera	1
Central Block	Process Room	RD-1-21	Finger Print Station	1
Central Block	Staff W/C	RD-1-22	Soap Dispenser	1
Central Block	Staff W/C	RD-1-22	Mirror	1
Central Block	Staff W/C	RD-1-22	Bin/Brush/Dispensers	1
Central Block	Disabled W/C	RD-1-23	Soap Dispenser	1
Central Block	Disabled W/C	RD-1-23	Mirror	1
Central Block	Disabled W/C	RD-1-23	Bin/Brush/Dispensers	1
Central Block	Store	ST-1-01	Racking	10
Central Block	Classroom	ST-1-04	Large Dry Wipe Board	1
Central Block	Classroom	ST-1-04	Table	1
Central Block	Classroom	ST-1-04	Table-Student	10
Central Block	Classroom	ST-1-04	Chair-Poly	10
Central Block	Training	ST-1-05	Water Boiler	1
Central Block	Training	ST-1-05	Sink And Counter	1
Central Block	Training	ST-1-05	Soap Dispenser	1
Central Block	Training	ST-1-05	Waist High Work Benches	1
Central Block	Training	ST-1-05	Large Dry Wipe Board	1
Central Block	Training	ST-1-05	Table	1
Central Block	Training	ST-1-05	Shadowboard	1
Central Block	Training	ST-1-05	Tool Cage	1
Central Block	Office	ST-1-06	4 Drawer Filing Cabinet	1
Central Block	Office	ST-1-06	Desk And Pedestal	1
Central Block	Office	ST-1-06	Chair-Operator	1
Central Block	Office	ST-1-06	Key Safe	1
Central Block	Staff W/C	ST-1-07	Soap Dispenser	1
Central Block	Staff W/C	ST-1-07	Mirror	1
Central Block	Staff W/C	ST-1-07	Bin/Brush/Dispensers	1
Central Block	CI Store	ST-1-09	Racking	1
Central Block	CI Store	ST-1-10	Racking	1
Central Block	Staff W/C	ST-1-12	Soap Dispenser	1
Central Block	Staff W/C	ST-1-12	Mirror	1
Central Block	Staff W/C	ST-1-12	Bin/Brush/Dispensers	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Office	ST-1-13	4 Drawer Filing Cabinet	1
Central Block	Office	ST-1-13	Desk And Pedestal	1
Central Block	Office	ST-1-13	Chair-Operator	1
Central Block	Office	ST-1-13	Key Safe	1
Central Block	Training	ST-1-14	Water Boiler	1
Central Block	Training	ST-1-14	Waist High Work Benches	1
Central Block	Training	ST-1-14	Tool Cage	1
Central Block	Training	ST-1-14	Sink And Counter	1
Central Block	Training	ST-1-14	Soap Dispenser	1
Central Block	Training	ST-1-14	Large Dry Wipe Board	1
Central Block	Training	ST-1-14	Table	1
Central Block	Training	ST-1-14	Shadowboard	1
Central Block	Classroom	ST-1-15	Large Dry Wipe Board	1
Central Block	Classroom	ST-1-15	Table	1
Central Block	Classroom	ST-1-15	Table-Student	15
Central Block	Classroom	ST-1-15	Chair-Poly	15
Central Block	Classroom	ST-1-16	Large Dry Wipe Board	1
Central Block	Classroom	ST-1-16	Table	1
Central Block	Classroom	ST-1-16	Table-Student	15
Central Block	Classroom	ST-1-16	Chair-Poly	15
Central Block	Training	ST-1-17	Water Boiler	1
Central Block	Training	ST-1-17	Sink And Counter	1
Central Block	Training	ST-1-17	Soap Dispenser	1
Central Block	Training	ST-1-17	Large Dry Wipe Board	1
Central Block	Training	ST-1-17	Table	1
Central Block	Training	ST-1-17	Waist High Work Benches	1
Central Block	Training	ST-1-17	Tool Cage	1
Central Block	Training	ST-1-17	Shadowboard	1
Central Block	CI Store	ST-1-18	Racking	1
Central Block	Staff W/C	ST-1-20	Soap Dispenser	1
Central Block	Staff W/C	ST-1-20	Mirror	1
Central Block	Staff W/C	ST-1-20	Bin/Brush/Dispensers	1
Central Block	Office	ST-1-21	4 Drawer Filing Cabinet	1
Central Block	Office	ST-1-21	Desk And Pedestal	1
Central Block	Office	ST-1-21	Chair-Operator	1
Central Block	Office	ST-1-21	Key Safe	1
Central Block	Store	ST-1-22	Racking	10
Central Block	Office	ST-1-23	4 Drawer Filing Cabinet	1
Central Block	Office	ST-1-23	Desk And Pedestal	1
Central Block	Office	ST-1-23	Chair-Operator	1
Central Block	Office	ST-1-23	Key Safe	1
Central Block	Staff W/C	ST-1-25	Soap Dispenser	1
Central Block	Staff W/C	ST-1-25	Mirror	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Staff W/C	ST-1-25	Bin/Brush/Dispensers	1
Central Block	Cl Store	ST-1-26	Racking	1
Central Block	Link Office	ST-1-27	4 Drawer Filing Cabinet	4
Central Block	Link Office	ST-1-27	Desk And Pedestal	4
Central Block	Link Office	ST-1-27	Chair-Operator	4
Central Block	Link Office	ST-1-27	Chair-Student	2
Central Block	Link Office	ST-1-27	Dry Wipe Board	3
Central Block	Link Office	ST-1-27	Notice Board	2
Central Block	Link Office	ST-1-27	Bookcase	3
Central Block	Link Office	ST-1-28	4 Drawer Filing Cabinet	1
Central Block	Link Office	ST-1-28	Desk And Pedestal	1
Central Block	Link Office	ST-1-28	Chair-Operator	1
Central Block	Link Office	ST-1-28	Chair-Student	1
Central Block	Link Office	ST-1-28	Dry Wipe Board	1
Central Block	Link Office	ST-1-28	Notice Board	1
Central Block	Link Office	ST-1-28	Bookcase	1
Central Block	Classroom	ST-1-29	Large Dry Wipe Board	1
Central Block	Classroom	ST-1-29	Table	1
Central Block	Classroom	ST-1-29	Table-Student	15
Central Block	Classroom	ST-1-29	Chair-Poly	15
Central Block	Training	ST-1-30	Large Dry Wipe Board	1
Central Block	Training	ST-1-30	Table	1
Central Block	Training	ST-1-30	Waist High Work Benches	1
Central Block	Training	ST-1-30	Tool Cage	1
Central Block	Training	ST-1-30	Shadowboard	1
Central Block	Training	ST-1-30	Water Boiler	1
Central Block	Training	ST-1-30	Sink And Counter	1
Central Block	Training	ST-1-30	Soap Dispenser	1
Central Block	Office	ST-1-31	4 Drawer Filing Cabinet	1
Central Block	Office	ST-1-31	Desk And Pedestal	1
Central Block	Office	ST-1-31	Chair-Operator	1
Central Block	Office	ST-1-31	Key Safe	1
Central Block	Staff W/C	ST-1-32	Soap Dispenser	1
Central Block	Staff W/C	ST-1-32	Mirror	1
Central Block	Staff W/C	ST-1-32	Bin/Brush/Dispensers	1
Central Block	Cl Store	ST-1-34	Racking	1
Central Block	Office	ST-1-35	4 Drawer Filing Cabinet	1
Central Block	Office	ST-1-35	Desk And Pedestal	1
Central Block	Office	ST-1-35	Chair-Operator	1
Central Block	Office	ST-1-35	Key Safe	1
Central Block	Staff W/C	ST-1-36	Soap Dispenser	1
Central Block	Staff W/C	ST-1-36	Mirror	1
Central Block	Staff W/C	ST-1-36	Bin/Brush/Dispensers	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	CI Store	ST-1-38	Racking	1
Central Block	Training	ST-1-39	Large Dry Wipe Board	1
Central Block	Training	ST-1-39	Table	1
Central Block	Training	ST-1-39	Waist High Work Benches	1
Central Block	Training	ST-1-39	Tool Cage	1
Central Block	Training	ST-1-39	Shadowboard	1
Central Block	Training	ST-1-39	Water Boiler	1
Central Block	Training	ST-1-39	Sink And Counter	1
Central Block	Training	ST-1-39	Soap Dispenser	1
Central Block	Classroom	ST-1-40	Large Dry Wipe Board	1
Central Block	Classroom	ST-1-40	Table	1
Central Block	Classroom	ST-1-40	Table-Student	15
Central Block	Classroom	ST-1-40	Chair-Poly	15
Central Block	Office	SC-1-01	4 Drawer Filing Cabinet	2
Central Block	Office	SC-1-01	Desk And Pedestal	2
Central Block	Office	SC-1-01	Chair-Operator	2
Central Block	Office	SC-1-01	Chair-Student	1
Central Block	Office	SC-1-01	Dry Wipe Board	2
Central Block	Office	SC-1-01	Notice Board	1
Central Block	Office	SC-1-01	Bookcase	1
Central Block	Cell X 12 No 1-12	SC-1-02-13	Safe Cell Furniture	12
Central Block	Cell X 12 No 1-12	SC-1-02-13	Chair-Cell	12
Central Block	Holding Cell	SC-1-16	Heavy Duty Benches	3
Central Block	Holding Cell	SC-1-17	Heavy Duty Benches	3
Central Block	Office	SC-1-18	4 Drawer Filing Cabinet	2
Central Block	Office	SC-1-18	Desk And Pedestal	2
Central Block	Office	SC-1-18	Chair-Operator	2
Central Block	Office	SC-1-18	Chair-Student	1
Central Block	Office	SC-1-18	Dry Wipe Board	2
Central Block	Office	SC-1-18	Notice Board	1
Central Block	Office	SC-1-18	Bookcase	1
Central Block	Store	SC-1-19	Racking	1
Central Block	Adjudication	SC-1-21	Table-T-Shape	1
Central Block	Adjudication	SC-1-21	Chair-Poly	1
Central Block	Adjudication	SC-1-21	Chair-Student	5
Central Block	Staff Office	SC-1-22	4 Drawer Filing Cabinet	2
Central Block	Staff Office	SC-1-22	Desk And Pedestal	2
Central Block	Staff Office	SC-1-22	Chair-Operator	2
Central Block	Staff Office	SC-1-22	Chair-Student	1
Central Block	Staff Office	SC-1-22	Dry Wipe Board	2
Central Block	Staff Office	SC-1-22	Notice Board	1
Central Block	Staff Office	SC-1-22	Bookcase	1
Central Block	Servery	SC-1-23	Shadowboard	1

<b>BUILDING</b>	<b>ROOM NAME</b>	<b>ROOM NO</b>	<b>DESCRIPTION</b>	<b>QTY</b>
Central Block	Servery	SC-1-23	Fit Out	1
Central Block	Observation	SC-1-24	Chair-Poly	1
Central Block	Special Cell	SC-1-25	Safe Cell Furniture	1
Central Block	Dirty Room	SC-1-26	Benches	1
Central Block	Staff W/C	SC-1-27	Soap Dispenser	1
Central Block	Staff W/C	SC-1-27	Mirror	1
Central Block	Staff W/C	SC-1-27	Bin/Brush/Dispensers	1
Central Block	Shower Room	SC-1-28	Soap Dispenser	1
Central Block	Cleaner Store	SC-1-29	Racking	1
Central Block	Weight Training Room	RE-1-01	Treadmill	3
Central Block	Weight Training Room	RE-1-01	Cross Trainer	3
Central Block	Weight Training Room	RE-1-01	Upright Cycle	2
Central Block	Weight Training Room	RE-1-01	Rower	3
Central Block	Weight Training Room	RE-1-01	Smiths Machine	1
Central Block	Weight Training Room	RE-1-01	Olympic Station	2
Central Block	Weight Training Room	RE-1-01	Dumb Bells	2
Central Block	Weight Training Room	RE-1-01	Chin Dip Frame	1
Central Block	Weight Training Room	RE-1-01	Pec Deck	1
Central Block	Weight Training Room	RE-1-01	Lat Pull Down	1
Central Block	Weight Training Room	RE-1-01	Horizontal Leg Press	1
Central Block	Weight Training Room	RE-1-01	Multi Bench	2
Central Block	Weight Training Room	RE-1-01	Olympic Plates	1
Central Block	Weight Training Room	RE-1-01	Olympic Bars	1
Central Block	Weight Training Room	RE-1-01	Thigh Curl	1
Central Block	Prisoner's W/C & Changing Rooms	RE-1-03	Heavy Duty Benches	4
Central Block	Female Staff W/C & Changing Rooms	RE-1-07	Lockers	6
Central Block	Female Staff W/C & Changing Rooms	RE-1-07	Benches	2
Central Block	Female Staff W/C	RE-1-07	Soap Dispenser	2



BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
	& Changing Rooms			
Central Block	Female Staff W/C & Changing Rooms	RE-1-07	Mirror	2
Central Block	Female Staff W/C & Changing Rooms	RE-1-07	Bin/Brush/Dispensers	1
Central Block	Female Staff W/C & Changing Rooms	RE-1-07	Soap Dispenser	2
Central Block	Male Staff W/C & Changing Rooms	RE-1-09	Lockers	10
Central Block	Male Staff W/C & Changing Rooms	RE-1-09	Benches	2
Central Block	Male Staff W/C & Changing Rooms	RE-1-09	Soap Dispenser	2
Central Block	Male Staff W/C & Changing Rooms	RE-1-09	Mirror	2
Central Block	Male Staff W/C & Changing Rooms	RE-1-09	Bin/Brush/Dispensers	1
Central Block	Male Staff W/C & Changing Rooms	RE-1-09	Soap Dispenser	2
Central Block	Cleaner	RE-1-11	Racking	1
Central Block	Laundry	RE-1-12	Washing Machine	1
Central Block	Laundry	RE-1-12	Tumble Dryer	1
Central Block	Laundry	RE-1-12	Sink And Counter	1
Central Block	Staff Office	RE-1-13	4 Drawer Filing Cabinet	2
Central Block	Staff Office	RE-1-13	Desk And Pedestal	2
Central Block	Staff Office	RE-1-13	Chair-Operator	2
Central Block	Staff Office	RE-1-13	Chair-Student	1
Central Block	Staff Office	RE-1-13	Dry Wipe Board	1
Central Block	Staff Office	RE-1-13	Notice Board	1
Central Block	Staff Office	RE-1-13	Bookcase	1
Central Block	Staff Office	RE-1-13	Safe	1
Central Block	Store	RE-1-14	Spin Bikes	15
Central Block	Store	RE-1-14	Matt Trolley	1
Central Block	Store	RE-1-14	Outdoor Goal Posts	1
Central Block	Store	RE-1-14	Racking	4
Central Block	Store	RE-1-14	Equipment	1
Central Block	Store	RE-1-14	Table Tennis Table	1
Central Block	Store	RE-1-14	Rugby Posts	1
Central Block	External Store	RE-1-15	Racking	3
Central Block	Sports Hall	RE-1-16	Gym Mats	15
Central Block	Sports Hall	RE-1-16	Safety Mats	15
Central Block	Sports Hall	RE-1-16	Indoor Football Goals	1
Central Block	Sports Hall	RE-1-16	B/Ball Goals Pair	1
Central Block	Sports Hall	RE-1-16	Balance Benches	6
Central Block	Sports Hall	RE-1-16	Climbing Wall	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Sports Hall	RE-1-16	Wall Climbing Equipment	1
Central Block	Sports Hall	RE-1-16	Wall Climbing Boots	20
Central Block	Office	HC-2-02	4 Drawer Filing Cabinet	1
Central Block	Office	HC-2-02	Desk And Pedestal	1
Central Block	Office	HC-2-02	Chair-Operator	1
Central Block	Office	HC-2-02	Dry Wipe Board	1
Central Block	Office	HC-2-02	Notice Board	1
Central Block	Office	HC-2-02	Bookcase	1
Central Block	Day Room	HC-2-03	Chair-Easy	10
Central Block	Day Room	HC-2-03	Bookcase	1
Central Block	Day Room	HC-2-03	Table-Coffee	2
Central Block	W/C	HC-2-04	Soap Dispenser	1
Central Block	4 Bed Ward	HC-2-05	Kings Fund Bed	4
Central Block	4 Bed Ward	HC-2-05	Bedside Locker	4
Central Block	4 Bed Ward	HC-2-05	Overbed Table	4
Central Block	4 Bed Ward	HC-2-05	Screens	4
Central Block	4 Bed Ward	HC-2-05	Tv	1
Central Block	4 Bed Ward	HC-2-05	Chair-Cell	4
Central Block	Care Suite	HC-2-07	Safe Cell Furniture	2
Central Block	Care Suite	HC-2-07	Chair-Cell	1
Central Block	Care Suite	HC-2-07	Tv In Cell	1
Central Block	Cell X 6 No 1-6	HC-2-08-13	Safe Cell Furniture	6
Central Block	Cell X 6 No 1-6	HC-2-08-13	Chair-Cell	6
Central Block	Cell X 6 No 1-6	HC-2-08-13	Tv In Cell	6
Central Block	Doctors Surgery 1	HC-2-15	4 Drawer Filing Cabinet	1
Central Block	Doctors Surgery 1	HC-2-15	Desk And Pedestal	1
Central Block	Doctors Surgery 1	HC-2-15	Chair-Operator	1
Central Block	Doctors Surgery 1	HC-2-15	Dry Wipe Board	1
Central Block	Doctors Surgery 1	HC-2-15	Notice Board	1
Central Block	Doctors Surgery 1	HC-2-15	Soap Dispenser	1
Central Block	Doctors Surgery 1	HC-2-15	Chair-Poly	1
Central Block	Doctors Surgery 1	HC-2-15	Examination Couch	1
Central Block	Doctors Surgery 1	HC-2-15	Examination Light	1
Central Block	Doctors Surgery 1	HC-2-15	Scales	1
Central Block	Doctors Surgery 1	HC-2-15	Height Measure	1
Central Block	Doctors Surgery 2	HC-2-17	4 Drawer Filing Cabinet	1
Central Block	Doctors Surgery 2	HC-2-17	Desk And Pedestal	1
Central Block	Doctors Surgery 2	HC-2-17	Chair-Operator	1
Central Block	Doctors Surgery 2	HC-2-17	Dry Wipe Board	1
Central Block	Doctors Surgery 2	HC-2-17	Notice Board	1
Central Block	Doctors Surgery 2	HC-2-17	Soap Dispenser	1
Central Block	Doctors Surgery 2	HC-2-17	Chair-Poly	1
Central Block	Doctors Surgery 2	HC-2-17	Examination Couch	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Doctors Surgery 2	HC-2-17	Examination Light	1
Central Block	Doctors Surgery 2	HC-2-17	Scales	1
Central Block	Doctors Surgery 2	HC-2-17	Height Measure	1
Central Block	Treatment Room 1	HC-2-18	4 Drawer Filing Cabinet	1
Central Block	Treatment Room 1	HC-2-18	Desk And Pedestal	1
Central Block	Treatment Room 1	HC-2-18	Chair-Operator	1
Central Block	Treatment Room 1	HC-2-18	Dry Wipe Board	1
Central Block	Treatment Room 1	HC-2-18	Notice Board	1
Central Block	Treatment Room 1	HC-2-18	Sink And Counter	1
Central Block	Treatment Room 1	HC-2-18	Soap Dispenser	2
Central Block	Treatment Room 1	HC-2-18	Chair-Poly	1
Central Block	Treatment Room 1	HC-2-18	Examination Couch	1
Central Block	Treatment Room 1	HC-2-18	Examination Light	1
Central Block	Treatment Room 1	HC-2-18	Scales	1
Central Block	Treatment Room 1	HC-2-18	Height Measure	1
Central Block	Treatment Room 1	HC-2-18	Rhesus Equipment	1
Central Block	Treatment Room 1	HC-2-18	Defibrillator	1
Central Block	Treatment Room 1	HC-2-18	Instrument Trolley	1
Central Block	Treatment Room 1	HC-2-18	Nebuliser	1
Central Block	Treatment Room 1	HC-2-18	Emergency Response Pack	1
Central Block	Treatment Room 1	HC-2-18	Diagnostic Set	1
Central Block	Treatment Room 1	HC-2-18	Ecg	1
Central Block	Treatment Room 1	HC-2-18	Nurse Stool	1
Central Block	Treatment Room 1	HC-2-18	Aspirator	1
Central Block	Treatment Room 1	HC-2-18	Seca Scales	1
Central Block	Treatment Room 1	HC-2-18	Scales Sliding Beam	1
Central Block	Treatment Room 1	HC-2-18	Sphygmomanometer	1
Central Block	Treatment Room 1	HC-2-18	Stethoscope Litmans	1
Central Block	Treatment Room 1	HC-2-18	Stethoscope	1
Central Block	Treatment Room 1	HC-2-18	Stretcher	1
Central Block	Treatment Room 1	HC-2-18	Thermometers Braun	1
Central Block	Treatment Room 1	HC-2-18	X-Ray Viewer	1
Central Block	Treatment Room 1	HC-2-18	Ear Syringe	1
Central Block	Waiting Area	HC-2-19	Boom Seating	3
Central Block	Waiting Area	HC-2-19	Lockable Notice Board	1
Central Block	Dispensary	HC-2-20	Barred Hatch And Counter	1
Central Block	Dispensary	HC-2-20	Worksurface Around Room	1
Central Block	Dispensary	HC-2-20	Durable Lockable Cupboards	1
Central Block	Dispensary	HC-2-20	Pharmacy Fridge	1
Central Block	Dispensary	HC-2-20	Alarmed Drugs Cabinet	1
Central Block	Dispensary	HC-2-20	Sink And Counter	1
Central Block	Dispensary	HC-2-20	Soap Dispenser	1
Central Block	Pharmacy	HC-2-21	Worksurface Around Room	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Pharmacy	HC-2-21	Durable Lockable Cupboards	1
Central Block	Pharmacy	HC-2-21	Pharmacy Fridge	1
Central Block	Pharmacy	HC-2-21	Alarmed Drugs Cabinet	1
Central Block	Records	HC-2-22	Racking	10
Central Block	Admin Office	HC-2-23	4 Drawer Filing Cabinet	4
Central Block	Admin Office	HC-2-23	Desk And Pedestal	4
Central Block	Admin Office	HC-2-23	Chair-Operator	4
Central Block	Admin Office	HC-2-23	Dry Wipe Board	2
Central Block	Admin Office	HC-2-23	Notice Board	2
Central Block	Admin Office	HC-2-23	Bookcase	2
Central Block	Admin Office	HC-2-23	Fax Machine	1
Central Block	Treatment Room 2	HC-2-24	4 Drawer Filing Cabinet	1
Central Block	Treatment Room 2	HC-2-24	Desk And Pedestal	1
Central Block	Treatment Room 2	HC-2-24	Chair-Operator	1
Central Block	Treatment Room 2	HC-2-24	Dry Wipe Board	1
Central Block	Treatment Room 2	HC-2-24	Notice Board	1
Central Block	Treatment Room 2	HC-2-24	Sink And Counter	1
Central Block	Treatment Room 2	HC-2-24	Soap Dispenser	2
Central Block	Treatment Room 2	HC-2-24	Chair-Poly	1
Central Block	Treatment Room 2	HC-2-24	Examination Couch	1
Central Block	Treatment Room 2	HC-2-24	Examination Light	1
Central Block	Treatment Room 2	HC-2-24	Scales	1
Central Block	Treatment Room 2	HC-2-24	Height Measure	1
Central Block	Treatment Room 2	HC-2-24	Rhesus Equipment	1
Central Block	Treatment Room 2	HC-2-24	Instrument Trolley	1
Central Block	Treatment Room 2	HC-2-24	Nebuliser	1
Central Block	Treatment Room 2	HC-2-24	Emergency Response Pack	1
Central Block	Treatment Room 2	HC-2-24	Diagnostic Set	1
Central Block	Treatment Room 2	HC-2-24	Nurse Stool	1
Central Block	Treatment Room 2	HC-2-24	Aspirator	1
Central Block	Treatment Room 2	HC-2-24	Seca Scales	1
Central Block	Treatment Room 2	HC-2-24	Scales Sliding Beam	1
Central Block	Treatment Room 2	HC-2-24	Sphygmomanometer	1
Central Block	Treatment Room 2	HC-2-24	Stethoscope Litmans	1
Central Block	Treatment Room 2	HC-2-24	Stethoscope	1
Central Block	Treatment Room 2	HC-2-24	Thermometers Braun	1
Central Block	Treatment Room 2	HC-2-24	X-Ray Viewer	1
Central Block	Treatment Room 2	HC-2-24	Ear Syringe	1
Central Block	Dental Suite	HC-2-25	Dentalstyle DB Cabinetry with two sinks	1
Central Block	Dental Suite	HC-2-25	Wall Cupboards	1
Central Block	Dental Suite	HC-2-25	Chair	1
Central Block	Dental Suite	HC-2-25	Durr CA 1 Amalgam Separation System	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Dental Suite	HC-2-25	Durr Spitton Valve for the chair	1
Central Block	Dental Suite	HC-2-25	Scaler	1
Central Block	Dental Suite	HC-2-25	Murray Stool	2
Central Block	Dental Suite	HC-2-25	Durr Suction Unit	1
Central Block	Dental Suite	HC-2-25	Turbine Handpieces	3
Central Block	Dental Suite	HC-2-25	Slow Handpieces	3
Central Block	Dental Suite	HC-2-25	Air Motor	1
Central Block	Dental Suite	HC-2-25	Autoclave	1
Central Block	Dental Suite	HC-2-25	Surgery Compressor	1
Central Block	Dental Suite	HC-2-25	Wall Mounted X Ray Machine	1
Central Block	Dental Suite	HC-2-25	Durr Semi Automatic Processor	1
Central Block	Dental Suite	HC-2-25	Endodontic Handpiece	1
Central Block	Dental Suite	HC-2-25	Light Curing Unit	1
Central Block	Dental Suite	HC-2-25	Ultrasonic Cleaner	1
Central Block	Dental Suite	HC-2-25	Star Straight Handpiece	1
Central Block	Shower	HC-2-27	Bench	1
Central Block	Cl	HC-2-28	Racking	1
Central Block	Disabled Bath	HC-2-29	Bath Lift	1
Central Block	Office	HC-2-30	4 Drawer Filing Cabinet	2
Central Block	Office	HC-2-30	Desk High Work Surface	1
Central Block	Office	HC-2-30	Chair-Operator	2
Central Block	Office	HC-2-30	Dry Wipe Board	2
Central Block	Office	HC-2-30	Notice Board	2
Central Block	Office	HC-2-30	Bookcase	1
Central Block	Servery	HC-2-31	Shadowboard	1
Central Block	Servery	HC-2-31	Fit Out	1
Central Block	Locker Room	HC-2-32	Lockers	12
Central Block	Female W/C Shower	HC-2-33	Mirror	2
Central Block	Female W/C Shower	HC-2-33	Bin/Brush/Dispensers	1
Central Block	Female W/C Shower	HC-2-33	Soap Dispenser	2
Central Block	Male W/C Shower	HC-2-34	Mirror	2
Central Block	Male W/C Shower	HC-2-34	Bin/Brush/Dispensers	1
Central Block	Male W/C Shower	HC-2-34	Soap Dispenser	2
Central Block	Store	HC-2-35	Racking	4
Central Block	Admin Office	HC-2-36	4 Drawer Filing Cabinet	4
Central Block	Admin Office	HC-2-36	Desk And Pedestal	4
Central Block	Admin Office	HC-2-36	Chair-Operator	4
Central Block	Admin Office	HC-2-36	Dry Wipe Board	2
Central Block	Admin Office	HC-2-36	Notice Board	2
Central Block	Admin Office	HC-2-36	Bookcase	2
Central Block	Admin Office	HC-2-36	Fax Machine	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Store	HC-2-38	Racking	4
Central Block	Laundry	HC-2-39	Washing Machine	1
Central Block	Laundry	HC-2-39	Tumble Dryer	1
Central Block	Laundry	HC-2-39	Racking	4
Central Block	Store	HC-2-40	Racking	4
Central Block	Store	HC-2-41	Racking	4
Central Block	Store	HC-2-42	Racking	4
Central Block	Learning Resource Centre	LC-2-01	Lockable Notice Board	4
Central Block	Learning Resource Centre	LC-2-03	Library Shelving	1
Central Block	Learning Resource Centre	LC-2-03	Table	5
Central Block	Learning Resource Centre	LC-2-03	Chair-Student	10
Central Block	Learning Resource Centre	LC-2-03	Counter For Dispensing Books	1
Central Block	Learning Resource Centre	LC-2-03	Chair-Operator	1
Central Block	Learning Resource Centre	LC-2-03	Notice Board	3
Central Block	Learning Resource Centre It Area	LC-2-03	Chair-Operator	4
Central Block	Learning Resource Centre It Area	LC-2-03	Table-Student	4
Central Block	Store	LC-2-04	Racking	5
Central Block	Office	LC-2-05	4 Drawer Filing Cabinet	1
Central Block	Office	LC-2-05	Desk And Pedestal	1
Central Block	Office	LC-2-05	Chair-Operator	1
Central Block	Office	LC-2-05	Dry Wipe Board	1
Central Block	Office	LC-2-05	Notice Board	1
Central Block	Office	LC-2-05	Bookcase	1
Central Block	Office	LC-2-05	Fax Machine	1
Central Block	Office	LC-2-05	Window	1
Central Block	Office	LC-2-09	4 Drawer Filing Cabinet	3
Central Block	Office	LC-2-09	Desk And Pedestal	2
Central Block	Office	LC-2-09	Chair-Operator	2
Central Block	Office	LC-2-09	Dry Wipe Board	2
Central Block	Office	LC-2-09	Notice Board	2
Central Block	Office	LC-2-09	Bookcase	2
Central Block	Store Room	LC-2-11	Racking	5
Central Block	Store Room	LC-2-11	Tv / Video	2
Central Block	Store Room	LC-2-11	Lcd Projector And Screen	2
Central Block	Store Room	LC-2-11	Flip Chart Easel	5
Central Block	Store Room	LC-2-11	It Trolley	1

<b>BUILDING</b>	<b>ROOM NAME</b>	<b>ROOM NO</b>	<b>DESCRIPTION</b>	<b>QTY</b>
Central Block	Art Room 1	LC-2-12	Sink And Counter, Shelves Over The Counter	2
Central Block	Art Room 1	LC-2-12	Soap Dispenser	2
Central Block	Art Room 1	LC-2-12	Table	1
Central Block	Art Room 1	LC-2-12	Table-Student	20
Central Block	Art Room 1	LC-2-12	Chair-Poly	25
Central Block	Art Room 1	LC-2-12	Large Dry Wipe Board	1
Central Block	Store	LC-2-13	Shelves X 3	1
Central Block	Classroom 2	LC-2-14	Table	1
Central Block	Classroom 2	LC-2-14	Table-Student	20
Central Block	Classroom 2	LC-2-14	Chair-Student	20
Central Block	Classroom 2	LC-2-14	Large Dry Wipe Board	1
Central Block	Store	LC-2-15	Shelves X 3	1
Central Block	Store	LC-2-16	Shelves X 3	1
Central Block	Store	LC-2-17	Shelves X 3	1
Central Block	IT Room 3	LC-2-18	Table	1
Central Block	IT Room 3	LC-2-18	Table-Student	20
Central Block	IT Room 3	LC-2-18	Chair-Student	20
Central Block	IT Room 3	LC-2-18	Large Dry Wipe Board	1
Central Block	IT Room 4	LC-2-19	Table	1
Central Block	IT Room 4	LC-2-19	Table-Student	20
Central Block	IT Room 4	LC-2-19	Chair-Student	20
Central Block	IT Room 4	LC-2-19	Large Dry Wipe Board	1
Central Block	IT Server Room	LC-2-20	Half Height Rack	1
Central Block	IT Server Room	LC-2-20	Education It Server	1
Central Block	IT Server Room	LC-2-20	Associated Network Switch	1
Central Block	It Server Room	LC-2-20	Ups	1
Central Block	Store	LC-2-21	Shelves X 3	1
Central Block	Store	LC-2-22	Shelves X 3	1
Central Block	Classroom 5	LC-2-23	Table	1
Central Block	Classroom 5	LC-2-23	Table-Student	20
Central Block	Classroom 5	LC-2-23	Chair-Student	20
Central Block	Classroom 5	LC-2-23	Large Dry Wipe Board	1
Central Block	Classroom 6	LC-2-24	Table	1
Central Block	Classroom 6	LC-2-24	Table-Student	20
Central Block	Classroom 6	LC-2-24	Chair-Student	20
Central Block	Classroom 6	LC-2-24	Large Dry Wipe Board	1
Central Block	Store	LC-2-25	Shelves X 3	1
Central Block	Store	LC-2-26	Shelves X 3	1
Central Block	Store	LC-2-27	Shelves X 3	1
Central Block	Classroom 7	LC-2-28	Table	1
Central Block	Classroom 7	LC-2-28	Table-Student	15
Central Block	Classroom 7	LC-2-28	Chair-Student	15
Central Block	Classroom 7	LC-2-28	Large Dry Wipe Board	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Classroom 8	LC-2-29	Table	1
Central Block	Classroom 8	LC-2-29	Table-Student	15
Central Block	Classroom 8	LC-2-29	Chair-Student	15
Central Block	Classroom 8	LC-2-29	Large Dry Wipe Board	1
Central Block	Store	LC-2-30	Shelves X 3	1
Central Block	Store	LC-2-31	Shelves X 3	1
Central Block	Store	LC-2-32	Shelves X 3	1
Central Block	Classroom 9	LC-2-33	Table	1
Central Block	Classroom 9	LC-2-33	Table-Student	20
Central Block	Classroom 9	LC-2-33	Chair-Student	20
Central Block	Classroom 9	LC-2-33	Large Dry Wipe Board	1
Central Block	Store	LC-2-34	Shelves X 3	1
Central Block	Drama / Music Room 10	LC-2-35	Table	1
Central Block	Drama / Music Room 10	LC-2-35	Chair-Poly	25
Central Block	Drama / Music Room 10	LC-2-35	Large Dry Wipe Board	1
Central Block	Store	LC-2-36	Racking	4
Central Block	Female Staff W/C	LC-2-40	Soap Dispenser	1
Central Block	Female Staff W/C	LC-2-40	Mirror	1
Central Block	Female Staff W/C	LC-2-40	Bin/Brush/Dispensers	1
Central Block	Male Staff W/C	LC-2-41	Soap Dispenser	1
Central Block	Male Staff W/C	LC-2-41	Mirror	1
Central Block	Male Staff W/C	LC-2-41	Bin/Brush/Dispensers	1
Central Block	Staff Room	LC-2-42	Sink And Counter	1
Central Block	Staff Room	LC-2-42	Soap Dispenser	1
Central Block	Staff Room	LC-2-42	Fridge/Kettle/Microwave	1
Central Block	Staff Room	LC-2-42	Chair-Easy	10
Central Block	Staff Room	LC-2-42	Table-Coffee	2
Central Block	Staff Room	LC-2-42	Lockers	13
Entry Building	Staff Room	LC-2-42	6' Cupboard	1
Central Block	Staff Room	LC-2-42	Chair-Student	8
Central Block	Staff Room	LC-2-42	Table	2
Central Block	Office	WS-2-01	4 Drawer Filing Cabinet	2
Central Block	Office	WS-2-01	Desk And Pedestal	4
Central Block	Office	WS-2-01	Chair-Operator	4
Central Block	Office	WS-2-01	Dry Wipe Board	4
Central Block	Office	WS-2-01	Notice Board	4
Central Block	Office	WS-2-01	Bookcase	2
Central Block	Store	WS-2-02	Racking	2
Central Block	Muslim Footwash	WS-2-03	Foot Wash	1
Central Block	Muslim Footwash	WS-2-03	Shoe Rack	2



BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Small Worship Room / Group Room	WS-2-04	Prayer Mats	10
Central Block	Small Worship Room / Group Room	WS-2-04	Bookcase	3
Central Block	Store	WS-2-06	Shelves X 3	1
Central Block	Staff Disabled W/C	WS-2-07	Mirror	1
Central Block	Staff Disabled W/C	WS-2-07	Bin/Brush/Dispensers	1
Central Block	Staff Disabled W/C	WS-2-07	Soap Dispenser	1
Central Block	Utility Store	WS-2-08	Sink And Counter	1
Central Block	Utility Store	WS-2-08	Racking	2
Central Block	Store	WS-2-10	Shelves X 3	1
Central Block	Store	WS-2-10	Lectern	1
Central Block	Store	WS-2-10	Candles	2
Central Block	Store	WS-2-10	Font	1
Central Block	Store	WS-2-10	Alter	1
Central Block	Large Worship Room	WS-2-11	Chair-Student	60
Central Block	Large Worship Room	WS-2-11	Lockable Notice Board	2
Central Block	Interview Room 5	LI-2-01	Chair-Student	2
Central Block	Interview Room 5	LI-2-01	Table	1
Central Block	Interview Room 6	LI-2-02	Chair-Student	2
Central Block	Interview Room 6	LI-2-02	Table	1
Central Block	Office	LI-2-03	4 Drawer Filing Cabinet	2
Central Block	Office	LI-2-03	Desk And Pedestal	2
Central Block	Office	LI-2-03	Chair-Operator	2
Central Block	Office	LI-2-03	Dry Wipe Board	2
Central Block	Office	LI-2-03	Notice Board	2
Central Block	Office	LI-2-03	Bookcase	1
Central Block	Office	LI-2-04	4 Drawer Filing Cabinet	2
Central Block	Office	LI-2-04	Desk And Pedestal	2
Central Block	Office	LI-2-04	Chair-Operator	2
Central Block	Office	LI-2-04	Dry Wipe Board	2
Central Block	Office	LI-2-04	Notice Board	2
Central Block	Office	LI-2-04	Bookcase	1
Central Block	Link Centre	LI-2-05	Sofa	4
Central Block	Link Centre	LI-2-05	Fax Machine	1
Central Block	Link Centre	LI-2-05	Photocopier	1
Central Block	Link Centre	LI-2-05	Lockable Notice Board	2
Central Block	Link Centre	LI-2-05	4 Drawer Filing Cabinet	4
Central Block	Link Centre	LI-2-05	Desk And Pedestal	1
Central Block	Link Centre	LI-2-05	Chair-Operator	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
Central Block	Interview Room 1	LI-2-06	Chair-Student	2
Central Block	Interview Room 1	LI-2-06	Table	1
Central Block	Interview Room 2	LI-2-07	Chair-Student	2
Central Block	Interview Room 2	LI-2-07	Table	1
Central Block	Interview Room 3	LI-2-08	Chair-Student	2
Central Block	Interview Room 3	LI-2-08	Table	1
Central Block	Interview Room 4	LI-2-09	Chair-Student	2
Central Block	Interview Room 4	LI-2-09	Table	1
Central Block	Store	LI-2-10	Racking	6
House Block	Staff Kitchen x 2	HUB1/2-1-02	Sink and Counter	2
House Block	Staff Kitchen x 2	HUB1/2-1-02	Fridge/Kettle/Microwave	2
House Block	Staff Kitchen x 2	HUB1/2-1-02	Notice Board	2
House Block	Office x 2	HUB1/1-1-03	4 Drawer filing cabinet	2
House Block	Office x 2	HUB1/1-1-03	Desk and pedestal	2
House Block	Office x 2	HUB1/1-1-03	Chair-Operator	2
House Block	Office x 2	HUB1/1-1-03	Chair-Student	2
House Block	Office x 2	HUB1/1-1-03	Dry wipe board	2
House Block	Office x 2	HUB1/1-1-03	Notice board	2
House Block	Office x 2	HUB1/1-1-03	Bookcase	2
House Block	Voluntary Testing x 2	HUB1/2-1-04	Soap dispenser	2
House Block	Store x 2	HUB1/2-1-05	Racking	2
House Block	Store x 2	HUB1/2-1-14	Racking	2
House Block	Staff Disabled prisoner WC x 2	HUB1/2-1-16	Soap dispenser	2
House Block	Staff Disabled prisoner W/C x 2	HUB1/2-1-16	Mirror	2
House Block	Staff Disabled prisoner W/C x 2	HUB1/2-1-16	Bin/brush/dispensers	2
House Block	Staff Toilet x 2	HUB1/2-1-17	Soap dispenser	2
House Block	Staff Toilet x 2	HUB1/2-1-17	Mirror	2
House Block	Staff Toilet x 2	HUB1/2-1-17	Bin/brush/dispensers	2
House Block	Office x 2	HUB1/1-1-18	4 Drawer filing cabinet	2
House Block	Office x 2	HUB1/1-1-18	Desk and pedestal	2
House Block	Office x 2	HUB1/1-1-18	Chair-Operator	2
House Block	Office x 2	HUB1/1-1-18	Chair-Student	2
House Block	Office x 2	HUB1/1-1-18	Dry wipe board	2
House Block	Office x 2	HUB1/1-1-18	Notice board	2
House Block	Office x 2	HUB1/1-1-18	Bookcase	2
House Block	Cleaners Store x 2	HUB1/2-1-19	Racking	2
House Block	Staff Control Room x 2	HUB1/2-1-20	Desk high worksurface	2

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Staff Control Room x 2	HUB1/2-1-20	2 Drawer filing cabinets	8
House Block	Staff Control Room x 2	HUB1/2-1-20	Chair -operator	4
House Block	Large Group Room x 2	HUB1/2-2-02	Chair-easy	16
House Block	Large Group Room x 2	HUB1/2-2-02	Table-coffee	4
House Block	Large Group Room x 2	HUB1/2-2-02	Dry wipe board	2
House Block	Large Group Room x 2	HUB1/2-2-02	Notice board	2
House Block	Small Group Room x 2	HUB1/2-2-03	Chair-easy	8
House Block	Small Group Room x 2	HUB1/2-2-03	Table-coffee	2
House Block	Office x 2	HUB1/1-2-14	4 Drawer filing cabinet	2
House Block	Office x 2	HUB1/1-2-14	Desk and pedestal	2
House Block	Office x 2	HUB1/1-2-14	Chair-Operator	2
House Block	Office x 2	HUB1/1-2-14	Chair-Student	2
House Block	Office x 2	HUB1/1-2-14	Dry wipe board	2
House Block	Office x 2	HUB1/1-2-14	Notice board	2
House Block	Office x 2	HUB1/1-2-14	Bookcase	2
House Block	Large Group Room x 2	HUB1/2-2-16	Chair-easy	16
House Block	Large Group Room x 2	HUB1/2-2-16	Table-coffee	4
House Block	Large Group Room x 2	HUB1/2-2-16	Dry wipe board	2
House Block	Large Group Room x 2	HUB1/2-2-16	Notice board	2
House Block	Multi Gym Room x 2	HUB1/2-2-17	Treadmill	4
House Block	Multi Gym Room x 2	HUB1/2-2-17	Cross trainer	4
House Block	Multi Gym Room x 2	HUB1/2-2-17	Upright cycle	4
House Block	Multi Gym Room x 2	HUB1/2-2-17	Mirrors	6
House Block	Cleaners Store x 2	HUB1/2-3-02	Racking	8
House Block	Staff Toilet x 2	HUB1/2-3-03	Soap dispenser	2
House Block	Staff Toilet x 2	HUB1/2-3-03	Mirror	2
House Block	Staff Toilet x 2	HUB1/2-3-03	Bin/brush/dispensers	2
House Block	Female Staff Toilet x 2	HUB1/2-3-04	Soap dispenser	2

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Female Staff Toilet x 2	HUB1/2-3-04	Mirror	2
House Block	Female Staff Toilet x 2	HUB1/2-3-04	Bin/brush/dispensers	2

House Block	Large Group Room x 2	HUB1/2-3-10	Chair-easy	16
House Block	Large Group Room x 2	HUB1/2-3-10	Table-coffee	4
House Block	Large Group Room x 2	HUB1/2-3-10	Dry wipe board	2
House Block	Large Group Room x 2	HUB1/2-3-10	Notice board	2
House Block	Voluntry Testing x 2	HUB1/2-3-17	Soap dispenser	2
House Block	Triage Room x 2	HUB1/2-3-18	Chair-poly	2
House Block	Triage Room x 2	HUB1/2-3-18	Table	2
House Block	Dispensary x 2	HUB1/2-3-19	Desk high worksurface, with cupboards	2
House Block	Dispensary x 2	HUB1/2-3-19	Pharmacy fridge	2
House Block	Dispensary x 2	HUB1/2-3-19	Alarmed drugs cabinet	2
House Block	Dispensary x 2	HUB1/2-3-19	Lockable hatch	2
House Block	Dispensary x 2	HUB1/2-3-19	Dry wipe board	2
House Block	Staff Kitchen x 2	HUB1/2-3-30	Sink and Counter	2
House Block	Staff Kitchen x 2	HUB1/2-3-30	Fridge/Kettle/Microwave	2
House Block	Staff Kitchen x 2	HUB1/2-3-30	Notice Board	2
House Block	Staff Control Room x 2	HUB1/2-3-22	Desk high worksurface	2
House Block	Staff Control Room x 2	HUB1/2-3-22	2 Drawer filing cabinets	8
House Block	Staff Control Room x 2	HUB1/2-3-22	Chair -operator	4
House Block	Staff Wstation	HBA-1-01	Waist High Worksurface	1
House Block	Staff Wstation	HBA-1-01	Compartments Below Surface And One Shelf	1
House Block	Servery	HBA-1-02	Shadowboard	1
House Block	Servery	HBA-1-02	Fit Out	1
House Block	Disabled Ensuite	HBA-1-04	Bathroom Fittings	4
House Block	Disabled Cell	HBA-1-05	Safe Cell Furniture	1
House Block	Disabled Cell	HBA-1-05	Chair-Cell	1
House Block	Disabled Cell	HBA-1-05	TV In Cell	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Single Cell X 16	HBA-1-07, 08,10,11,13,14 16,17,24,25,27 28,30,31,33,34	Safe Cell Furniture	16
House Block	Single Cell X 16	HBA-1-07, 08,10,11,13,14 16,17,24,25,27 28,30,31,33,34	Chair-Cell	16
House Block	Single Cell X 16	HBA-1-07, 08,10,11,13,14 16,17,24,25,27 28,30,31,33,34	TV In Cell	16
House Block	Double Cell X 4	HBA-1-21, 22,39,40	Safe Cell Furniture	4
House Block	Double Cell X 4	HBA-1-21, 22,39,40	Chair-Cell	8
House Block	Double Cell X 4	HBA-1-21, 22,39,40	Tv In Cell	4
House Block	Linen Store	HBA-1-36	Racking	4
House Block	Laundry	HBA-1-37	Washing Machine	1
House Block	Laundry	HBA-1-37	Tumble Dryer	1
House Block	Laundry	HBA-1-37	Counter Over Machines	1
House Block	Association Area	HBA-1-42	Table	7
House Block	Association Area	HBA-1-42	Chair-Poly	25
House Block	Association Area	HBA-1-42	Football Table	1
House Block	Association Area	HBA-1-42	Snooker Table	1
House Block	Association Area	HBA-1-42	Karaoke Machine	1
House Block	Association Area	HBA-1-42	Television Projector	1
House Block	Group Room	HBA-2-01	Chair-Easy	20
House Block	Group Room	HBA-2-01	Dry Wipe Board	2
House Block	Group Room	HBA-2-01	Notice Board	2
House Block	Group Room	HBA-2-01	Table-Student	6
House Block	Group Room	HBA-2-01	Chair-Student	6
House Block	Group Room	HBA-2-01	Dry Wipe Board	1
House Block	Group Room	HBA-2-01	Notice Board	1
House Block	Single Cell X 20	HBA-2-03, 04,06,07,09,10 12,13,15,16,23 24,26,27,29,30 32,33,35,36	Safe Cell Furniture	20
House Block	Single Cell X 20	HBA-2-03, 04,06,07,09,10 12,13,15,16,23 24,26,27,29,30 32,33,35,36	Chair-Cell	20

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Single Cell X 20	HBA-2-03, 04,06,07,09,10 12,13,15,16,23 24,26,27,29,30 32,33,35,36	TV In Cell	20

House Block	Double Cell X 4	HBA-2-20, 21,38,39	Safe Cell Furniture	4
House Block	Double Cell X 4	HBA-2-20, 21,38,39	Chair-Cell	8
House Block	Double Cell X 4	HBA-2-20, 21,38,39	TV In Cell	4
House Block	Staff Wstation	HBA-3-01	Waist High Worksurface	1
House Block	Staff Wstation	HBA-3-01	Compartments Below Surface And One Shelf	1
House Block	Servery	HBA-3-02	Shadowboard	1
House Block	Servery	HBA-3-02	Fit Out	1
House Block	Single Cell X 18	HBA-3-04, 05,07,08,10,11 13,14,16,17,24 25,27,28,30,31 33,34,	Safe Cell Furniture	18
House Block	Single Cell X 18	HBA-3-04, 05,07,08,10,11 13,14,16,17,24 25,27,28,30,31 33,34,	Chair-Cell	18
House Block	Single Cell X 18	HBA-3-04, 05,07,08,10,11 13,14,16,17,24 25,27,28,30,31 33,34,	TV In Cell	18
House Block	Double Cell X 4	HBA-3-21, 22,39,40	Safe Cell Furniture	4
House Block	Double Cell X 4	HBA-3-21, 22,39,40	Chair-Cell	8
House Block	Double Cell X 4	HBA-3-21, 22,39,40	TV In Cell	4
House Block	Linen Store	HBA-3-36	Racking	4
House Block	Laundry	HBA-3-37	Washing Machine	1
House Block	Laundry	HBA-3-37	Tumble Dryer	1
House Block	Laundry	HBA-3-37	Counter Over Machines	1
House Block	Association Area	HBA-3-42	Table	7
House Block	Association Area	HBA-3-42	Chair-Poly	26
House Block	Association Area	HBA-3-42	Football Table	1
House Block	Association Area	HBA-3-42	Snooker Table	1

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Association Area	HBA-3-42	Karaoke Machine	1
House Block	Association Area	HBA-3-42	Television Projector	1
House Block	Group Room	HBA-4-01	Chair-Easy	20
House Block	Group Room	HBA-4-01	Dry Wipe Board	2
House Block	Group Room	HBA-4-01	Notice Board	2
House Block	Group Room	HBA-4-01	Table-Student	6
House Block	Group Room	HBA-4-01	Chair-Student	6
House Block	Group Room	HBA-4-01	Dry Wipe Board	1
House Block	Group Room	HBA-4-01	Notice Board	1
House Block	Single Cell X 20	HBA-4-03,04,06,07,09 10,12,13,15,16 23,24,26,27,29 30,32,33,35,36	Safe Cell Furniture	20
House Block	Single Cell X 20	HBA-4-03,04,06,07,09 10,12,13,15,16 23,24,26,27,29 30,32,33,35,36	Chair-Cell	20
House Block	Single Cell X 20	HBA-4-03,04,06,07,09,10 12,13,15,16,23 24,26,27,29,30 32,33,35,36,	Tv In Cell	20
House Block	Double Cell X 4	HBA-4-20,21,38,39	Safe Cell Furniture	4
House Block	Double Cell X 4	HBA-4-20,21,38,39	Chair-Cell	8
House Block	Double Cell X 4	HBA-4-20,21,38,39	Tv In Cell	4
House Block	Staff Wstation (X2)	HBB/C-1-01	Waist High Worksurface	2
House Block	Staff Wstation (X2)	HBB/C-1-01	Compartments Below Surface And One Shelf	2
House Block	Servery X 2	HBB/C-1-02	Shadowboard	2
House Block	Servery X 2	HBB/C-1-02	Fit Out	2
House Block	Disabled Ensuite X 2 (X2)	HBB/C-1-04/08	Bathroom Fittings	4
House Block	Disabled Cell X 2 (X2)	HBB/C-1-05/07	Safe Cell Furniture	4
House Block	Disabled Cell X 2 (X2)	HBB/C-1-05/07	Chair-Cell	4
House Block	Disabled Cell X 2 (X2)	HBB/C-1-05/07	TV In Cell	4

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Single Cell X 22 (X2)	HBB/C-1-10, 11,13,14,16,17 19,20,22,23,30 31,33,34,36,37 39,40,42,43,45 ,46	Safe Cell Furniture	44

House Block	Single Cell X 22 (X2)	HBB/C-1-10, 11,13,14,16,17, 19,20,22,23,30, 31,33,34,36,37, 39,40,42,43,45, 46	Chair-Cell	44
House Block	Single Cell X 22 (X2)	HBB/C-1-10, 11,13,14,16,17 19,20,22,23,30 31,33,34,36,37 39,40,42,43,45 46	Tv In Cell	44
House Block	Double Cell X 4 (X2)	HBB/C-1- 27,28,51,52	Safe Cell Furniture	8
House Block	Double Cell X 4 (X2)	HBB/C-1-27, 28,51,52	Chair-Cell	16
House Block	Double Cell X 4 (X2)	HBB/C-1-27, 28,51,52	Tv In Cell	8
House Block	Linen Store X 2	HBB/C-1-48	Racking	4
House Block	Laundry X 2	HBB/C-1-49	Washing Machine	2
House Block	Laundry X 2	HBB/C-1-49	Tumble Dryer	2
House Block	Laundry X 2	HBB/C-1-49	Counter Over Machines	2
House Block	Association Area (X2)	HBB/C-1-54	Table	16
House Block	Association Area (X2)	HBB/C-1-54	Chair-Poly	74
House Block	Association Area (X2)	HBB/C-1-54	Football Table	2
House Block	Association Area (X2)	HBB/C-1-54	Snooker Table	2
House Block	Association Area (X2)	HBB/C-1-54	Karaoke Machine	2
House Block	Association Area (X2)	HBB/C-1-54	Television Projector	2
House Block	Group Room (X2)	HBB/C-2-01	Chair-Easy	40
House Block	Group Room (X2)	HBB/C-2-01	Dry Wipe Board	4
House Block	Group Room (X2)	HBB/C-2-01	Notice Board	4
House Block	Group Room (X2)	HBB/C-2-01	Table-Student	12
House Block	Group Room (X2)	HBB/C-2-01	Chair-Student	12



BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Group Room (X2)	HBB/C-2-01	Dry Wipe Board	2
House Block	Group Room (X2)	HBB/C-2-01	Notice Board	2
House Block	Single Cell X 28 (X2)	HBB/C-2-03, 04,06,07,09,10,12,13,15,16,18,19,21,22,29,30,32,33,35,36,38,39,41,42,44,45,47,48,	Safe Cell Furniture	56
House Block	Single Cell X 28 (X2)	HBB/C-2-03, 04,06,07,09,10,12,13,15,16,18,19,21,22,29,30,32,33,35,36,38,39,41,42,44,45,47,48,	Chair-Cell	56
House Block	Single Cell X 28 (X2)	HBB/C-2-03, 04,06,07,09,10,12,13,15,16,18,19,21,22,29,30,32,33,35,36,38,39,41,42,44,45,47,48,	Tv In Cell	56
House Block	Double Cell X 4 (X2)	HBB/C-2-26, 27,50,51	Safe Cell Furniture	8
House Block	Double Cell X 4 (X2)	HBB/C-2-26, 27,50,51	Chair-Cell	16
House Block	Double Cell X 4 (X2)	HBB/C-2-26,27,50,51	Tv In Cell	8
House Block	Staff Wstation (X2)	HBB/C-3-01	Waist High Worksurface	2
House Block	Staff Wstation (X2)	HBB/C-3-01	Compartments Below Surface And One Shelf	2
House Block	Servery X 2	HBB/C-3-02	Shadowboard	2
House Block	Servery X 2	HBB/C-3-02	Fit Out	2
House Block	Single Cell X 26 (X2)	HBB/C-3-04, 05,07,08,10,1,13,14,16,17,19,20,22,23,30,31,33,34,36,37,39,40,42,43,45,46	Safe Cell Furniture	52
House Block	Single Cell X 26 (X2)	HBB/C-3-04, 05,07,08,10,10,13,14,16,17,19,20,22,23,30,31,33,34,36,37,39,40,42,43,45,46	Chair-Cell	52

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Single Cell X 26 (X2)	HBB/C-3-04, 05,07,08,10,10 13,14,16,17,19 20,22,23,30,31 33,34,36,37,39 40,42,43,45,46	TV In Cell	52
House Block	Double Cell X 4 (X2)	HBB/C-3-27, 28,51,52	Safe Cell Furniture	8
House Block	Double Cell X 4 (X2)	HBB/C-3-27, 28,51,52	Chair-Cell	16
House Block	Double Cell X 4 (X2)	HBB/C-3-27, 28,51,52	Tv In Cell	8
House Block	Linen Store X 2	HBB/C-3-48	Racking	4
House Block	Laundry X 2	HBB/C-3-49	Washing Machine	2
House Block	Laundry X 2	HBB/C-3-49	Tumble Dryer	2
House Block	Laundry X 2	HBB/C-3-49	Counter Over Machines	2
House Block	Association Area (X2)	HBB/C-3-54	Table	16
House Block	Association Area (X2)	HBB/C-3-54	Chair-Poly	64
House Block	Association Area (X2)	HBB/C-3-54	Football Table	2
House Block	Association Area (X2)	HBB/C-3-54	Snooker Table	2
House Block	Association Area (X2)	HBB/C-3-54	Karaoke Machine	2
House Block	Association Area (X2)	HBB/C-3-54	Television Projector	2
House Block	Group Room (X2)	HBB/C-4-01	Chair-Easy	40
House Block	Group Room (X2)	HBB/C-4-01	Dry Wipe Board	4
House Block	Group Room (X2)	HBB/C-4-01	Notice Board	4
House Block	Group Room (X2)	HBB/C-4-01	Table-Student	12
House Block	Group Room (X2)	HBB/C-4-01	Chair-Student	12
House Block	Group Room (X2)	HBB/C-4-01	Dry Wipe Board	1
House Block	Group Room (X2)	HBB/C-4-01	Notice Board	1
House Block	Single Cell X 28 (X2)	HBB/C-4-03, 04,06,07,09,10 12,13,15,16,18 19,21,22,29,30 32,33,35,36,38 39,41,42,44,45 47,48	Safe Cell Furniture	56

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Single Cell X 28 (X2)	HBB/C-4-03, 04,06,07,09,10 12,13,15,16,18 19,21,22,29,30 32,33,35,36,38 39,41,42,44,45 47,48	Chair-Cell	56
House Block	Single Cell X 28 (X2)	HBB/C-4-03, 04,06,07,09,10 12,13,15,16,18 19,21,22,29,30 32,33,35,36,38 39,41,42,44,45 47,48	Tv In Cell	56
House Block	Double Cell X 4 (X2)	HBB/C-4-26, 27,50,51	Safe Cell Furniture	8
House Block	Double Cell X 4 (X2)	HBB/C-4-26, 27,50,51	Chair-Cell	16
House Block	Double Cell X 4 (X2)	HBB/C-4-26, 27,50,51	Tv In Cell	8
House Block	Staff Wstation (X3)	HBD/E/F-1-01	Waist High Worksurface	3
House Block	Staff Wstation (X3)	HBD/E/F-1-01	Compartments Below Surface And One Shelf	3
House Block	Servery X 3	HBD/E/F-1-02	Shadowboard	3
House Block	Servery X 3	HBD/E/F-1-02	Fit Out	3
House Block	Disabled Ensuite X 1 (X3)	HBD/E/F-1-04	Bathroom Fittings	3
House Block	Disabled Cell X 1 (X3)	HBD/E/F-1-05	Safe Cell Furniture	3
House Block	Disabled Cell X 1 (X3)	HBD/E/F-1-05	Chair-Cell	3
House Block	Disabled Cell X 1 (X3)	HBD/E/F-1-05	Tv In Cell	3
House Block	Single Cell X 24 (X3)	HBD/E/F-1- 07,08,10,11,13 14,16,17,19,20 22,23,30,31,33 34,36,37,39,40 42,43,45,46	Safe Cell Furniture	72
House Block	Single Cell X 24 (X3)	HBD/E/F-1- 07,08,10,11,13 14,16,17,19,20 22,23,30,31,33 34,36,37,39,40 42,43,45,46	Chair-Cell	72

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Single Cell X 24 (X3)	HBD/E/F-1-07,08,10,11,13 14,16,17,19,20 22,23,30,31,33 34,36,37,39,40 42,43,45,46	Tv In Cell	72
House Block	Double Cell X 4 (X3)	HBD/E/F-1-27,28,51,52,	Safe Cell Furniture	12
House Block	Double Cell X 4 (X3)	HBD/E/F-1-27,28,51,52,	Chair-Cell	24
House Block	Double Cell X 4 (X3)	HBD/E/F-1-27,28,51,52,	Tv In Cell	12
House Block	Linen Store X 3	HBD/E/F-1-48	Racking	6
House Block	Laundry X 3	HBD/E/F-1-49	Washing Machine	3
House Block	Laundry X 3	HBD/E/F-1-49	Tumble Dryer	3
House Block	Laundry X 3	HBD/E/F-1-49	Counter Over Machines	3
House Block	Association Area (X3)	HBD/E/F-1-54	Table	24
House Block	Association Area (X3)	HBD/E/F-1-54	Chair-Poly	99
House Block	Association Area (X3)	HBD/E/F-1-54	Football Table	3
House Block	Association Area (X3)	HBD/E/F-1-54	Snooker Table	3
House Block	Association Area (X3)	HBD/E/F-1-54	Karaoke Machine	3
House Block	Association Area (X3)	HBD/E/F-1-54	Television Projector	3
House Block	Group Room (X3)	HBD/E/F-2-01	Chair-Easy	60
House Block	Group Room (X3)	HBD/E/F-2-01	Dry Wipe Board	6
House Block	Group Room (X3)	HBD/E/F-2-01	Notice Board	6
House Block	Group Room (X3)	HBD/E/F-2-01	Table-Student	18
House Block	Group Room (X3)	HBD/E/F-2-01	Chair-Student	18
House Block	Group Room (X3)	HBD/E/F-2-01	Dry Wipe Board	3
House Block	Group Room (X3)	HBD/E/F-2-01	Notice Board	3
House Block	Single Cell X 28 (X3)	HBD/E/F-2-03,04,06,07,09 10,12,13,15,16 18,19,21,22,29 30,32,33,35,36 38,39,41,42,44 45,47,48	Safe Cell Furniture	84

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Single Cell X 28 (X3)	HBD/E/F-2- 03,04,06,07,09 10,12,13,15,16 18,19,21,22,29 30,32,33,35,36 38,39,41,42,44 45,47,48	Chair-Cell	84
House Block	Single Cell X 28 (X3)	HBD/E/F-2- 03,04,06,07,09 10,12,13,15,16 18,19,21,22,29 30,32,33,35,36 38,39,41,42,44 45,47,48	Tv In Cell	84
House Block	Double Cell X 4 (X3)	HBD/E/F-2- 26,27,50,51,	Safe Cell Furniture	12
House Block	Double Cell X 4 (X3)	HBD/E/F-2- 26,27,50,51,	Chair-Cell	24
House Block	Double Cell X 4 (X3)	HBD/E/F-2- 26,27,50,51,	Tv In Cell	12
House Block	Staff Wstation (X3)	HBD/E/F-3-01	Waist High Worksurface	3
House Block	Staff Wstation (X3)	HBD/E/F-3-01	Compartments Below Surface And One Shelf	3
House Block	Servery X 3	HBD/E/F-3-02	Shadowboard	3
House Block	Servery X 3	HBD/E/F-3-02	Fit Out	3
House Block	Single Cell X 26 (X3)	HBD/E/F-3- 04,05,07,08,10 11,13,14,16,17 19,20,22,23,30 31,33,34,36,37 39,40,42,43,45 46	Safe Cell Furniture	78
House Block	Single Cell X 26 (X3)	HBD/E/F-3- 04,05,07,08,10 11,13,14,16,17 19,20,22,23,30 31,33,34,36,37 39,40,42,43,45 46	Chair-Cell	78
House Block	Single Cell X 26 (X3)	HBD/E/F-3- 04,05,07,08,10 11,13,14,16,17 19,20,22,23,30 31,33,34,36,37 ,39,40,42,43,4 5,46	Tv In Cell	78

BUILDING	ROOM NAME	ROOM NO	DESCRIPTION	QTY
House Block	Double Cell X 4 (X3)	HBD/E/F-3-27,28,51,52,	Safe Cell Furniture	12
House Block	Double Cell X 4 (X3)	HBD/E/F-3-27,28,51,52,	Chair-Cell	24
House Block	Double Cell X 4 (X3)	HBD/E/F-3-27,28,51,52,	Tv In Cell	12
House Block	Linen Store X 3	HBD/E/F-3-48	Racking	6
House Block	Laundry X 3	HBD/E/F-3-49	Washing Machine	3
House Block	Laundry X 3	HBD/E/F-3-49	Tumble Dryer	3
House Block	Laundry X 3	HBD/E/F-3-49	Counter Over Machines	3
House Block	Association Area (X3)	HBD/E/F-3-54	Table	24
House Block	Association Area (X3)	HBD/E/F-3-54	Chair-Poly	96
House Block	Association Area (X3)	HBD/E/F-3-54	Football Table	3
House Block	Association Area (X3)	HBD/E/F-3-54	Snooker Table	3
House Block	Association Area (X3)	HBD/E/F-3-54	Karaoke Machine	3
House Block	Association Area (X3)	HBD/E/F-3-54	Television Projector	3
House Block	Group Room (X3)	HBD/E/F-4-01	Chair-Easy	60
House Block	Group Room (X3)	HBD/E/F-4-01	Dry Wipe Board	6
House Block	Group Room (X3)	HBD/E/F-4-01	Notice Board	6
House Block	Group Room (X3)	HBD/E/F-4-01	Table-Student	18
House Block	Group Room (X3)	HBD/E/F-4-01	Chair-Student	18
House Block	Group Room (X3)	HBD/E/F-4-01	Dry Wipe Board	3
House Block	Group Room (X3)	HBD/E/F-4-01	Notice Board	3
House Block	Single Cell X 28 (X3)	HBD/E/F-4-03,04,06,07,09 10,12,13,15,16 18,19,21,22,29 30,32,33,35,36 38,39,41,42,44 45,47,48	Safe Cell Furniture	84
House Block	Single Cell X 28 (X3)	HBD/E/F-4-03,04,06,07,09 10,12,13,15,16 18,19,21,22,29 30,32,33,35,36 38,39,41,42,44 45,47,48	Chair-Cell	84

<b>BUILDING</b>	<b>ROOM NAME</b>	<b>ROOM NO</b>	<b>DESCRIPTION</b>	<b>QTY</b>
House Block	Single Cell X 28 (X3)	HBD/E/F-4- 03,04,06,07,09 10,12,13,15,16 18,19,21,22,29 30,32,33,35,36 38,39,41,42,44 45,47,48	Tv In Cell	84
House Block	Double Cell X 4 (X3)	HBD/E/F-4- 26,27,50,51,	Safe Cell Furniture	12
House Block	Double Cell X 4 (X3)	HBD/E/F-4- 26,27,50,51,	Chair-Cell	24
House Block	Double Cell X 4 (X3)	HBD/E/F-4- 26,27,50,51,	TV In Cell	12



## **SCHEDULE C**

# **MAINTENANCE MANAGEMENT**



**This is Schedule C to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**CONTENTS**

- 1 INTRODUCTION**
- 2 MAINTENANCE MANAGEMENT**
- 3 MAINTENANCE PROGRAMME**
- 4 REACTIVE REPAIR SERVICE**
- 5 COMPLETION SERVICES**

*Annex A Maintenance Standards*

*Annex B Replacement Timetable*

*Annex C Maintenance Schedule*

**This is Schedule C to the Minute of Agreement between the Scottish Ministers and  
Addiewell Prison Limited dated 20 June 2006 for the Design, Construction,  
Management and Financing of a Prison at Addiewell.**

**1. INTRODUCTION**

1.1 The Contractor shall ensure that during the Contract Period the Prison and the Site (the “Maintained Assets”) are kept in good structural and decorative order and are in good, substantial and safe repair and condition, taking into account their age and the provisions of this Schedule C and will ensure that these are suitable for delivery of the Services specified in the Contract. The Contractor shall, without prejudice to its other obligations under Schedule C, carry out maintenance to the Prison to the standard necessary to achieve the design life of the Prison (minimum 60 years). This Schedule C also sets out the standards against which the Maintained Assets are to be judged in any survey, including the survey immediately before the expiry or termination of the Contract Period, in accordance with Clauses 30 (Surveys) and 54 (Surveys on Expiry) of the Contract.

1.2 In order to achieve these objectives:

1.2.1 the Maintained Assets will be maintained to the standards (“Maintenance Standards”) set out in Annex A to this Schedule C;

1.2.2 the Contractor will implement an effective programme (“Maintenance Programme”) detailing the maintenance work to be carried out and its frequency. This Maintenance Programme will be in accordance with paragraph 3 of this Schedule C; and

1.2.2 the Contractor shall provide a “Reactive Repair” service which shall consist of a system for logging the reporting of faults and failures, for effecting repairs and recording when and what repairs have been carried out.

**2. MAINTENANCE MANAGEMENT**

2.1 Without prejudice to Clauses 10 (Supply of Equipment), 11 (Preparation for Operation of the Prison), 13 (Phase-in Period), 29 (Maintenance) and 54 (Surveys on Expiry) of the Contract, the Contractor’s maintenance obligations are detailed in this Schedule C.

The Contractor shall be responsible for all routine inspection, testing, maintenance, repair, refurbishment and replacement services in relation to the Maintained Assets including the roads, footpaths, cycle paths, fences, walls, buildings, and all plant, fixtures, fittings, chattels and other associated equipment, including transport and mobile equipment and apparatus.

**3. MAINTENANCE PROGRAMME**

3.1 The Contractor shall prepare and implement the Maintenance Programme which will identify the frequency of maintenance work and detail what that work involves. The fundamental aims of the Maintenance Programme will be to ensure that:

- (a) the Prison is operational, safe and secure at all times; and
  - (b) the condition of the Maintained Assets during and at the expiry of the Contract Period or on the earlier termination of the Contract will be commensurate with the requirements of the Contract and paragraph 1 of this Schedule C.
- 3.2 Without prejudice to the generality of paragraph 3.1, an indication of what is to be included within the Maintenance Programme is set out in Annexes B and C to this Schedule C and the Contractor shall comply with its obligations contained in Annexes A, B and C to this Schedule C.
- 3.3 A survey (“Condition Survey”) of the Maintained Assets will be undertaken by the Contractor (at its own expense) on the fifth anniversary of the Date of Signature of the Contract and thereafter every 3 years to determine the condition of the Maintained Assets.
- 3.3.1 Each Condition Survey will entail a physical non-intrusive survey of the Prison, the Equipment and the Site, and a review of the maintenance records, in order to ensure that the Maintained Assets are being maintained in accordance with the Maintenance Standards and, depending on the results of the Condition Survey, the Contractor shall take all steps necessary to address any matters identified in the Condition Survey to ensure compliance with the Contract.
  - 3.3.2 A copy of the Condition Survey results and associated work programme will be provided to the Authority.
  - 3.3.3 The Contractor will implement such repairs and maintenance identified as necessary by the Condition Survey and revise the Contractor’s Maintenance Programme as appropriate.

#### 4. **REACTIVE REPAIR SERVICE**

- 4.1 Without prejudice to the obligations of the Contractor set out elsewhere in the Contract, the Contractor shall be responsible:
- 4.1.1 for the rectification of deficiencies in Equipment and services within 24 hours of any such deficiency being reported to the Contractor; and
  - 4.1.2 for repairs to accommodation and other areas of the Prison estate within 48 hours of any such failure being reported to the Contractor; provided that
    - (i) to the extent that the relevant deficiency or want of repair:
      - (A) breaches any health and safety Legislation or creates a risk to the health or safety of Staff or Prisoners or visitors to the Prison; or
      - (B) creates an immediate risk to the security of the Prison,

the Contractor shall take immediate and appropriate action to comply with health and safety Legislation, Prisoners and/or visitors, and/or remove the risk to the security of the Prison as the case may be; and

- (ii) in respect of deficiencies in Equipment and services or damage to accommodation or other areas of the Prison which results in a failure to provide Available Prisoner Places then the provisions of this paragraph 4.1 shall not apply; and
- (iii) in respect of damage to the fabric of the Prison which does not result in the Prison failing to meet the standards specified in Clause 29.1.1 and does not otherwise adversely affect the delivery of the Services and which is scheduled to be rectified in accordance with the Maintenance Programme within the following 6 months, the provisions of this paragraph 4.1 shall not apply. However, the Contractor shall consider bringing forward the planned rectification and amending its Maintenance Programme accordingly.

## **5. COMPLETION SERVICES**

- 5.1 The Contractor will, at its own expense, commission a Condition Survey to be carried out by a surveyor 12 months prior to the end of the Contract Period or upon service of a termination notice. The results of the Condition Survey with a schedule of necessary maintenance work will be provided to the Authority.
- 5.2 The Contractor shall ensure that the Authority is given all appropriate documents providing all relevant information immediately prior to the end of the Contract Period or upon termination of the Contract if earlier. These documents will comprise:
  - all maintenance and operational manuals, including the Health and Safety File as defined in the Construction (Design and Management) Regulations 1994;
  - all test certificates and calculations;
  - all planned preventative maintenance documents for the mechanical and electrical engineering installations;
  - all planned inspection of building schedules and reports;
  - all record drawings similar in material and quality to those provided, in accordance with Schedule M, following the Actual Opening Date;
  - a schedule of spare parts to a normal limit of 10% of replacement requirements based on historical figures held in store and availability of the spare parts
  - all maintenance records;
  - the report on any further action required in the contamination management strategy; and
  - any other information, records or documents held by the Contractor that the Authority may reasonably require to plan and conduct future maintenance work.

**This is Annex A to Schedule C to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**MAINTENANCE STANDARDS**

The Contractor will ensure that the Maintained Assets are maintained during the Contract Period to the following standards:

<b>1. BUILDING ELEMENTS</b>	<b>MAINTENANCE STANDARD</b>
<p><b>Sub-Structure</b>            Foundations            Pits                Lifts                Cable trenches            Ground floor slabs            Expansion joints            Surface treatments</p> <p><b>Frame</b>            Structural steelwork &amp; fixings                Intumescent coatings                Paint            Reinforced pre-cast concrete</p> <p><b>Cladding</b>            Roof                Roof sheeting                Flashing                Rooflights &amp; glazing                Gutters &amp; downpipes            Sidewalls                Wall sheeting                PC spandrel panels                Curtain wall                    Windows &amp; glazing                    Louvres/Smoke extract                External doors                Roller shutters                Brickwork/Blockwork</p>	<p>Structurally sound and stable.</p> <p>No leaks or dampness.            Free from standing water.            No movement or rocking, cracks sealed.            Joints sealed and no leaks or dampness.            Intact and suitable for use.</p> <p>Structurally sound and stable.            Fire protection intact.            Corrosion protection intact.            Structurally sound and stable.</p> <p>Weathertight and properly fixed.            Weathertight and properly fixed.            Weathertight, properly fixed, clean and unbroken.            No blockages or leaks.</p> <p>Weathertight and properly fixed.            Weathertight and properly fixed.            Weathertight, properly fixed, clean and unbroken.            Weathertight, clean and unbroken.            Weathertight, operational and properly fixed.            Weathertight, operational and secure.            Operational and properly fixed.            Structurally sound and stable and free from efflorescence, cracks sealed.</p>

1 (cont). BUILDING ELEMENTS	MAINTENANCE STANDARD
<p><b>Internal Partitions</b></p> <p>Masonry</p> <ul style="list-style-type: none"> <li>Common/Painting quality</li> <li>Polished</li> <li>Movement joints</li> <li>Stud-Plasterboard faced</li> <li>Proprietary WC partitions</li> <li>Screen walls</li> <li>Internal doors &amp; glazing</li> </ul> <p><b>Metalwork</b></p> <ul style="list-style-type: none"> <li>Stairs &amp; walkways</li> <li>Balustrades &amp; handrails</li> <li>Access ladders</li> <li>Security screens, gates &amp; grilles</li> </ul> <p><b>Ironmongery</b></p> <ul style="list-style-type: none"> <li>Security locks/latches</li> <li>Door furniture</li> <li>Windows furniture</li> </ul> <p><b>Wall Finishes</b></p> <p><b>Floor Finishes</b></p> <p><b>Suspended Ceilings</b></p> <p><b>Decorations</b></p> <p><b>Externals</b></p> <ul style="list-style-type: none"> <li>Drainage - SW &amp; FW</li> <li>Manholes</li> <li>Access &amp; perimeter roads</li> <li>Car parks, hardstandings &amp; aprons</li> <li>Reinforced grass emergency roads</li> <li>Exercise &amp; hard play areas</li> <li>Street furniture</li> <li>Fencing &amp; gates</li> <li>Walls</li> <li>Perimeter wall</li> <li>Landscaping</li> </ul>	<p>Structurally sound and stable, cracks made good.</p> <p>Finishes intact</p> <p>Finishes intact.</p> <p>Joints sealed.</p> <p>Clean, undamaged and finishes intact.</p> <p>Clean and finishes intact.</p> <p>Clean, undamaged and finished intact.</p> <p>Clean and finishes intact.</p> <p>Safe and finishes intact.</p> <p>Safe and finishes intact.</p> <p>Safe and finishes intact.</p> <p>Operational and finishes intact.</p> <p>Complete and operational.</p> <p>Complete and operational.</p> <p>Complete and operational.</p> <p>Clean and intact.</p> <p>Safe, clean and intact.</p> <p>Safe, clean and intact.</p> <p>Clean and intact.</p> <p>Free-flowing with no blockages or leaks, traps full.</p> <p>Structurally sound, no leaks.</p> <p>Safe, serviceable and substantially free from weeds.</p> <p>Safe, serviceable and free substantially from weeds.</p> <p>Safe and serviceable.</p> <p>Safe, serviceable and substantially free from weeds.</p> <p>Safe and serviceable.</p> <p>Safe, operational and secure.</p> <p>Safe and secure.</p> <p>Structurally sound and stable.</p> <p>Clean and tidy and acceptable according to recognised horticultural standards for the environment.</p>

2. SERVICE ELEMENTS	MAINTENANCE STANDARD
Cable and service ducts, draw pits and inspection chambers	Structurally sound and no significant standing water
<b>Plumbing</b>	
Internal	
CW storage tanks	No leaks, operational, hygienic and to design standards.
CW booster sets	No leaks, operational, hygienic and to design standards.
Sanitaryware & fittings, baths and showers	No leaks, operational, hygienic and to design standards.
Gas-fired instantaneous HW	No leaks, operational, hygienic and to design standards.
Boilers	No leaks, operational, hygienic and to design standards.
Pipework, valves & pumps	No leaks, operational, hygienic and to design standards.
Electrical supplies to plumbing services	Operational and to design standards.
External	
Macerator	Operational and to design standards.
Hydrant/Fire water storage pond	Operational and to design standards.
Hydrant/Fire main booster set	No leaks, operational and to design standards.
Fire main & hydrants	No leaks, operational and to design standards.
Pipework, valves & pumps	No leaks, operational and to design standards.
<b>Mechanical</b>	
Internal piped systems	
Boiler modules and flues	No leaks, operational and to design standards.
Sprinkler/Deluge systems	No leaks, operational and to design standards.
Pressurisation sets	No leaks, operational and to design standards.
Duty/Stand-by pump sets	No leaks, operational and to design standards.
Gas-fired unit heaters	No leaks, operational and to design standards.
Air compressors	Operational and to design standards.
Fire hose reels	No leaks, operational and to design standards.
Pipework, valve pumps and radiators	No leaks, operational and to design standards.
Electrical supplies to mechanical services	Operational and to design standards.

2 (Cont). SERVICE ELEMENTS	MAINTENANCE STANDARD
Internal ventilation system	
Toilet & shower extract ventilation fans	Operational and to design standards.
Heat recovery system	Operational and to design standards.
Water treatment	Operational and to design standards.
Fire barriers	Effective and to design standards.
Area extract ventilation fans	Operational and to design standards.
Area supply ventilation fans	Operational and to design standards.
Area supply AHU's	No leaks, operational and to design standards.
Air conditioning units/DX units	No leaks, operational and to design standards.
Fume, dust/heat extract systems	No leaks, operational and to design standards.
Ductwork dampers, filters grilles and diffusers	Operational and to design standards.
Electrical supplies to ventilation services	Operational and to design standards
Heater batteries	Operational and to design standards.
<b>Electrical – Internal</b>	
HV ring main units	Operational and to design standards.
Transformers	Operational and to design standards.
Main LV switch panel	Operational and to design standards.
Power factor correction equipment	Operational and to design standards.
Stand by diesel generators	Operational and to design standards.
Generator control panels	Operational and to design standards.
Sub distribution LV switch panels	Operational and to design standards.
Lighting system and luminaries	Operational and to design standards.
Wiring and cables	Operational and to design standards.
Special systems	
Public address	Operational and to design standards.
Perimeter wall alarm	Operational and to design standards.
Inner perimeter fence alarm	Operational and to design standards.
Telephone and data cabling system	Operational and to design standards.
Gas detectors (Gas fired plant and Coredek gas membrane vent)	Operational and to design standards.
Smoke detection	Operational and to design standards.
Fire alarms, general alarm and tamper alarm	Operational and to design standards.
CCTV	Operational and to design standards.
TV and radio	Operational and to design standards.
Inmate Call	Operational and to design standards.
Lifts	Operational and to design standards.



2 (Cont). SERVICE ELEMENTS	MAINTENANCE STANDARD
<p><b>Electrical External</b></p> <p>Electrical distribution, control and communication cabling</p> <p>Security Lighting</p> <p>Perimeter Lighting</p> <p>Road/Path Lighting</p> <p>Lightning protection</p>	<p>Operational and to design standards.</p> <p>Operational, to design standards and compatible with external close circuit television lux level requirements.</p> <p>Operational, to design standards and compatible with external close circuit television lux level requirements.</p> <p>Operational, to design standards and compatible with external close circuit television lux level requirements.</p> <p>Intact, operational and to design standards.</p>
3. SPECIAL EQUIPMENT	MAINTENANCE STANDARD
<p>Pneumatic security equipment</p> <p>Electronic security equipment</p> <p>IT &amp; communications equipment</p> <p>Laundry equipment</p> <p>Kitchen, including trolleys</p> <p>Beverage stations/services</p> <p>Medical equipment</p> <p>Maintenance equipment</p>	<p>Operational and to design standards.</p> <p>Operational and to design standards.</p> <p>Operational and to design standards.</p> <p>Operational, hygienic and to design standards.</p> <p>Operational, hygienic and to design standards.</p> <p>Operational, hygienic and to design standards.</p> <p>Operational, hygienic and to design standards.</p> <p>Safe and operational.</p>
4. GENERAL	MAINTENANCE STANDARD
	<p>The Contractor will have a programme for the control of infestation and vermin throughout the Prison.</p> <p>The Prison is to be kept free of damp and decay.</p> <p>All mobile equipment to be operational, securely controlled and stored.</p> <p>All non-mobile plant and equipment is to be operational and securely fixed.</p> <p>Statutory notices are to be displayed as required.</p> <p>Access to services plant rooms at the Prison and are to be kept clear at all times.</p>

**This is Annex B to Schedule C to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**REPLACEMENT TIMETABLE**

The following provides an indicative replacement timetable for the Maintained Assets. The Contractor will produce and deliver to the Authority a complete replacement timetable for all Maintained Assets no later than 1 month prior to the Contractual Opening Date. These arrangements will include all relevant schedules, manufacturers' instructions, recommended maintenance programmes and response times for both in-house and sub-contracted maintenance requirements and will supersede this indicative table and will be fully supported by a detailed whole life cycle cost submission.

In the following table, where the 'Life Expectancy' column indicates the anticipated life expectancy of any item, this is an indicative time period only. Actual life will be as determined by the Contractor at the time of inspection, as being necessary to ensure that the items meet the standards as specified in the Contract.

<b>ITEM</b>	<b>LIFE EXPECTANCY (YEARS FROM ACTUAL OPENING DATE OR REPLACEMENT)</b>
BMS controls and associated actuators and sensors including Gas Detectors (Gas fired plant and Cordek gas membrane vent)	15
Boiler plant and chimney	15-20
Ventilation systems (where applicable)	15
Electrical final circuits	30
Heating final distribution	25-30
Fire alarm	30-40
Stand-by generator	25-30
Static batteries	15
Lifts (if applicable)	10
Smoke extractors	50
Services pipework	30-40
Accommodation and ancillary buildings fabric	60
Underground drainage services and chambers	60
Underground mechanical and electrical services ducts	60
Cladding systems	40-50
Roof coverings	25-30
Windows and doors	30
Internal and external re-decoration	Internal - 8 External - 5-6
Floor coverings—see Maintenance Programme	5-15

Suspended ceilings (if applicable)	15-20
Security and monitoring equipment	10-15
Kitchen/Catering facilities	15
Fences and gates	25-35
Access roads and external hard surfaced areas	40
Fixed furniture and fittings	10
Toilet & shower cubicle partitions	12

**This is Annex C to Schedule C to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**MAINTENANCE SCHEDULE**

The following provides an indicative Maintenance Schedule and timetable for the Maintained Assets. The Contractor will produce and deliver to the Authority a complete Maintenance Schedule for all Maintained Assets no later than 1 month prior to the Contractual Opening Date. These arrangements will include all relevant schedules, manufacturers' instructions, recommended maintenance programmes and response times for both in-house and sub-contracted maintenance requirements. The actions and frequencies are to be subject to any manufacturers' instructions.

In the following table, where the 'Required Action' column indicates the anticipated replacement of any item, this is an indicative replacement frequency only. Actual replacement/refurbishment will be undertaken, as determined by the Contractor at the time of inspection, as being necessary to ensure that the items meet the standards as specified in this Contract.

SPECIFICATION	REQUIRED ACTION	FREQUENCY
<b>Fabric Maintenance And Re-Decoration</b>		
Structural Inspection Floor slabs; beams, brick, concrete and other load bearing walls; steel framework to sports, medical, education buildings; roof frame; all staircases etc	A visual structural inspection and report on structural condition and any action needed.	18 years
Plant Lifting Beams	Testing and inspection.	5 years
Roof Covering and Rainwater Goods Plastisol covered trapezoidal roof sheeting system	Wash down with suitable detergent (access plant aerial platform, safety equipment), recoating where required to maintain operational efficiency	6 years (frequency reductions subject to the manufacturers' instructions).
Rooflights	Shared access used for roof. Extra for safety.	6 years
Fibreglass	Replace fibreglass glazing	18 years
Trough gutters	Clean out and wash (access plant aerial platform) roof clean access plant used on 6th year.	2 years

SPECIFICATION	REQUIRED ACTION	FREQUENCY
Rainwater downpipes	Rod through and wash out (access plant aerial platform)	2 years
External Walls		
Walls of facing block	Inspect, and carry out necessary re-pointing and associated brick repairs and replace any loose mastic jointing/sealant.	20 years
Internal Walls		
Blockwork	Replace any loose mastic jointing.	8 years
RC walls	Contingency for access and repairs.	20 years
Security Gates		
Pivot hinges, bolts and security locks	Thoroughly inspect and grease hinges.	4 years
External Security Louvres Louvre panel, birdguard and security grille	Inspect and thoroughly clean (access plant aerial platform).	5 years
External Doors		
Solid doors with W/strip and W/board	Inspect and overhaul ease service furniture. Replace defective door furniture.	6 years
Internal Doors		
Solid (some steel faced, some FR)	Inspect and overhaul as external doors (secure areas). Replace defective door furniture.	5 years
Solid (some steel faced, some FR)	Inspect and overhaul as external doors (other areas). Replace defective door furniture.	7 years
Partitions		
Toilet and shower cubicle partitions	Inspect and overhaul. Replace defective door furniture.	5 years

SPECIFICATION	REQUIRED ACTION	FREQUENCY
Duct and Plant Room Doors	Inspect and overhaul as external doors (cell ducts). Replace defective door furniture.	5 years
	Inspect and overhaul as external doors (cell ducts). Replace defective door furniture	10 years
Roller Shutter Doors  Industrial galvanisation. Steel slats with manual operating mechanism, padlock and hasp	Inspect and overhaul service mechanism and lubricate. Replace defective part, e.g. padlock repair. Contingency for replacing defective parts, e.g. new/damaged slats.	Annual
Cell Doors  HO pattern, pivot hinges, mechanical lock etc	Inspect and service door, lubricate hinges, replace defective parts.	3 years
Cell Windows and Grilles  Polyester powder coated steel windows. Toughened glazing. internal secure grille	Technical inspection for security, ease vent and clean glazing (internal) and frame.	2 years
Windows Generally  As cell windows, but with casements and turn handles	Overhaul, adjust and clean frames.	5 years
Improved Cell Equipment  Impact resistant enamel paint to bed/furniture	Inspect for more than cosmetic damage and re-paint as necessary.	Annual
Resin composite W.C. pan	Inspect, check and clear traps. Check correct functioning of water supply. Inspect for more than cosmetic scratches/damage to the surface and as necessary abrade & re-polish or repair.	Annual

SPECIFICATION	REQUIRED ACTION	FREQUENCY
Resin composite hand wash unit	Inspect, check and clear traps. Check correct functioning of water supply. Inspect for more than cosmetic scratches/damage to the surface and as necessary abrade & re-polish or repair.	Annual
<b>Floor Finishes</b>		
Linoleum in Houseblocks and other areas (it is assumed that some areas of lino will be used insufficiently to require replacement during 25 years)	Strip and lay new lino as inspection and Health & Safety requirements find necessary.	5, 7, 15 years
Sheet floorings in Sports Hall and Fitness Room	Strip and lay new flooring as necessary.	8 years
Corridor linoleum, as above	Renovate/repair.	2 years
Epoxy floor finish in 'Wet' areas: toilets, showers, kitchen and special cells		
Carpet	Replace carpet.	10 years
<b>Wall Finishes</b>		
Epoxy wall system in kit, laundry, showers and toilets	Renovate/repair.	5 years
<b>Decorative Finishes</b>		
Plastered and painted areas	Wash down paintwork for hygiene reasons in kitchen and medical areas.	3 years
<b>External Re-decorations</b>		
External doors and gates	Prepare and paint Wheeled scaffold tower for high level work.	5 years
Window frames and other powder coated surfaces	Prepare and paint Wheeled scaffold tower for access.	5 years



SPECIFICATION	REQUIRED ACTION	FREQUENCY
<p>Internal Re-decorations</p> <p>Previously painted walls, doors, frames, gates, pipework and ceilings</p> <p>Domestic Fittings Sink units, worktops and floor units in tea rooms, serveries, kitchenettes etc</p> <p>Staff lockers and those in visit areas</p> <p>Slatted Benches Hardwood slats on steel frame</p>	<p>Prepare and paint (as previously painted).</p> <p>Planned replacement programme: inmate and visitor areas: worktops, units, sink tops and units.</p> <p>Staff and other areas: worktops, units, sink tops and units.</p> <p>Replacement of worn and broken units.</p> <p>Re-varnish slats. Repair broken and damaged slats.</p>	<p>5 years</p> <p>10 years</p> <p>15 years</p> <p>As Required</p> <p>5 years</p>
<b>Services Maintenance</b>		
<p>Sanitary Appliances</p> <p>Wash basin: stainless steel and ceramic sink tops: taps, traps, plugs and overflow assembly</p> <p>WC suites and urinals: steel and ceramic</p> <p>Showers: shower heads and troughs</p> <p>Drainage Installation</p> <p>Inspection chambers and sewers</p>	<p>Inspect, check and clear traps. Replace washers to taps. Larger replacements, e.g. taps and cracked basins.</p> <p>Inspect, check and overhaul ball valves and flush mechanisms.</p> <p>Chemical clean and clear traps. Replacements, e.g. cracked bowls and flush device.</p> <p>Inspect and thoroughly clean heads etc. Contingency for replacement parts.</p> <p>Lift covers to check chambers and drainage runs. Rod through any obstructions and jet with hose to clear as required. CCTV survey of sewers as required by inspection of chambers.</p>	<p>Annual</p> <p>As Required</p> <p>Annual</p> <p>Annual</p> <p>Quarterly</p> <p>Twice Yearly</p>

SPECIFICATION	REQUIRED ACTION	FREQUENCY
<p>Sewage Disposal Units/ Pumping Stations</p>	<p>Test and service units, including replacement of defective parts.</p>	<p>Annual and to meet manufacturers' requirements</p>
<p>Mechanical Services:</p> <p>Air handling unit in visits and other fans; pumps; pressurisation unit; controls; boilers; controls; HW generators; smoke vents; unit heaters; electric water heaters; radiators; boilers; sterilisation; hose reel booster sets; cold rooms; kitchen equipment and showers</p>	<p>Periodic maintenance for inspection, testing, repairs and maintenance. Include changing filters, re-commissioning, water checks etc. Plant replacement and repairs on-going.</p>	<p>Quarterly</p>
<p>Electrical Services</p> <p>Sub-station; LV distribution; stand-by generator; sub-mains; lighting; emergency lighting installation; normal; emergency and external luminaries; power installation'; fire alarm; gas detectors (gas fired plant and Cordek gas membrane vent); public address and TV aerial systems; containment; cell call; security and CCTV and lightning conductor system</p>	<p>Testing and inspection of the electrical services listed in accordance with NECEIC, BS7671 and manufacturers' requirements.</p>	<p>Periodic</p>
<p>Services drawpits; inspection chambers and ducts</p>	<p>Lift covers to check chambers and duct runs for water and vermin; clear as required.</p>	<p>Annual</p>
<p>Hand Fire Appliances</p>	<p>Inspection, testing and re-charging.</p>	<p>Annual</p>
<p>Lifts</p>	<p>Periodic maintenance and parts replacement.</p>	<p>Monthly</p>

SPECIFICATION	REQUIRED ACTION	FREQUENCY
<b>External Works</b>		
Grounds Maintenance		
Soft landscaping consisting almost entirely of Grassed Areas	Grass cutting - inside main walls and broad grass strip outside walls. Tidying leaves, litter and applying weedkiller.	10 occasions each year (or otherwise to maintain grass at agreed levels in Maintenance Programme)
Planted areas	Inspect, prune and tidy.	Annual
<b>Hard Landscaped Area</b>		
Tarmac roads and paths, hardstanding and Car Parks	Periodic inspection, provision of Tarmac re-surfacing as necessary.	12 years
Concrete paving, kerbing and edging	Periodic inspection, replacement. Repair as necessary.	12 years
Wire mesh fencing (exercise areas and Sports Pitch)	Re-paint and re-new defective fencing.	7 years
Visitors' and Staff Car Parks	Re-mark white lined car park bays.	5 years



## **SCHEDULE D**

# **OPERATIONAL REQUIREMENTS**

**This is Schedule D to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Ltd dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**CONTENTS**

**PART 1: OPERATIONAL REQUIREMENTS**

**1. ROLE OF PRISON**

- 1.1 Mission Statement
- 1.2 Key Performance Targets
- 1.3 Authority Prison Policy and Directions
- 1.4 Available Prisoner Places
- 1.5 Additional Prisoner Places
- 1.6 Regime Provision and Services
- 1.7 Liaison
- 1.8 Additional Facilities
- 1.9 General Principles

**2. TO PROVIDE A SECURE PRISON**

- 2.1 General Security Arrangements
- 2.2 Prisoner Supervision System Arrangements
- 2.3 Searching Arrangements
- 2.4 Routine Security Arrangements
- 2.5 Security Intelligence Arrangements
- 2.6 Escorting and Transfer Arrangements
- 2.7 Secure Audio and Video Link

**3. TO PROVIDE A SAFE PRISON**

- 3.1 General Arrangements
- 3.2 Management of Different Groups of Prisoners
- 3.3 Provision for Prisoner at Risk
- 3.4 Arrangements in the Event of a Death in Custody
- 3.5 Adjudication Arrangements
- 3.6 Use of Separation and Care

- 3.7 Use of Reasonable Force
- 3.8 Contingency Planning
- 3.9 Incident Management Arrangement
- 3.10 Fire Safety
- 3.11 Health and Safety
- 3.12 Public Protection Measures
- 3.13 Information Management

#### **4. TO OPERATE A HUMANE AND FAIR PRISON**

- 4.1 General Arrangements
- 4.2 Lawful Custody
- 4.3 Reception Procedures
- 4.4 Discharge Arrangements, Temporary Release and Escorted Absences
- 4.5 Provision and Disclosure of Information
- 4.6 Health Protection
- 4.7 Health Services
- 4.8 Addictions Strategy
- 4.9 Prisoner Property and Monies
- 4.10 Shopping Facilities
- 4.11 Catering and Dining
- 4.12 Prisoner Communication
- 4.13 Visiting Arrangements
- 4.14 Incentives and Earned Privileges
- 4.15 Managing Equality and Diversity
- 4.16 Prisoner Requests and Complaints Procedures

#### **5. TO PROVIDE OPPORTUNITIES TO REDUCE THE RISK OF PRISONERS RE-OFFENDING**

- 5.1 General Arrangements
- 5.2 Contributing to Reducing the Risk of Prisoner Re-offending
- 5.3 Purposeful Activities
- 5.4 Education Service Provision

- 5.5 Library Service Provision
- 5.6 Physical Activity Provision
- 5.7 Employment
- 5.8 Offending Behaviour Programmes and Activities
- 5.9 Induction Arrangements
- 5.10 Support and Guidance to Prisoners
- 5.11 Leisure and Recreational Arrangements
- 5.12 Integrated Case Management
- 5.13 Religious Observance and Pastoral Care

## **6. RESOURCES: EFFECTIVE MANAGEMENT**

- 6.1 General Arrangements
- 6.2 Personnel Management
- 6.3 Staff Training
- 6.4 Reporting and Recording Arrangements
- 6.5 Assurance

## **PART 2: MINIMUM REQUIREMENTS**

**This is Schedule D to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Ltd dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**SCHEDULE D: PART 1**

**OPERATIONAL REQUIREMENTS**

**1. ROLE OF THE PRISON**

**1.1 Mission Statement**

The Contractor shall comply with the Authority's Mission Statement and shall ensure that its own mission, aims and values support those of the Authority.

**1.2 Key Performance Targets**

The Contractor shall contribute to the achievement of the Authority's Key Performance Targets.

**1.3 Authority Prison Policy and Directions**

1.3.1 The Authority shall determine the extent to which policy and procedural developments or changes apply to the Prison.

1.3.2 Changes to the Authority's policy or procedures will be communicated through a system of circular instructions from the Authority. The Contractor shall be required to comply with the circular instructions that are issued to it and which are identified by the Authority as requiring compliance by the Contractor and the Contractor shall satisfy the Authority that the necessary action(s) have been taken to comply with such circular instructions.

1.3.3 Where the Authority requires compliance with a circular instruction which results in a change to the Works or Services, or specifically instructs the manner in which the Works or Services are to be carried out, the Authority shall issue an Authority Notice of Change in accordance with Clause 35.1 of the Contract.



#### **1.4 Available Prisoner Places**

The Contractor shall ensure that the Prison provides 700 Available Prisoner Places for any mix of high, medium and low supervision level male Prisoners, including young persons.

#### **1.5 Additional Prisoner Places**

If requested by the Authority, up to a maximum of 96 Additional Prisoner Places will be provided by utilising double cells designed for this purpose. The Contractor shall provide sufficient staffing, as determined by the Contractor, and other necessary resources and facilities to ensure that all requirements associated with an Available Prisoner Place are delivered to all Additional Prisoner Places.

#### **1.6 Regime Provision and Services**

In the pursuit of correctional excellence the Contractor shall adhere to the principles of the Authority's Core Plus model, or its successor, regarding Prisoner access to activities and services.

#### **1.7 Liaison**

1.7.1 In meeting the requirements of the Management of Offenders etc (Scotland) Act 2005 and in supporting the Scottish Executive National Strategy for the Management of Offenders the Contractor shall liaise and co-operate with the Authority and relevant agencies, including other criminal justice agencies, hospitals, other prisons, voluntary sector and other organisations in order to contribute to a reduction in the risk of Prisoners re-offending.

1.7.2 The Contractor shall liaise and co-operate with the Authority and relevant agencies, including other criminal justice agencies, the police, fire service, escort contractor, other prisons, voluntary sector and other appropriate organisations in order to contribute to improving local security and safety, contribute to the wider prevention of escapes, and contribute to preventing and detecting crime.

#### **1.8 Additional Facilities**

1.8.1 The Contractor shall provide facilities for Visiting Committee members to meet on a regular basis and support to enable them to undertake their administrative tasks. The Contractor shall be responsible for reimbursing all necessary expenses incurred by members of the Visiting Committee.

1.8.2 Eligible Prisoners must receive due consideration for parole, early and discretionary release, and possible supervision after discharge. The Contractor shall provide facilities, systems and procedures to ensure these requirements are met.

## 1.9 General Principles

Without prejudice to the generality of paragraph 1.7, the Contractor shall contribute to reducing re-offending by Prisoners by:

- 1.9.1 seeking to provide an innovative approach to Prison management, whilst meeting all requirements of the Contract;
- 1.9.2 providing a safe, secure and supportive environment that seeks to be free of all forms of discrimination for all Prisoners, visitors and Staff;
- 1.9.3 ensuring the health and safety of all Prisoners, visitors and Staff;
- 1.9.4 assessing Prisoner's health, educational, vocational, employability, criminogenic, social and community integration needs;
- 1.9.5 providing a relevant induction programme for Prisoners;
- 1.9.6 providing a wide range of services, interventions and activities encompassing offender behaviour training, education, employability training, work experience, counselling and community integration preparation for Prisoners;
- 1.9.7 encouraging all Prisoners to self-care and actively participate in the programmes and services provided by the Contractor in accordance with the Contract;
- 1.9.8 encouraging and providing opportunities for Prisoners to maintain and improve their personal and family relationships;
- 1.9.9 seeking to ensure that Prisoners develop and maintain links with their communities by having appropriate access to the courts, legal advisers, family, friends, counsellors, visits, telephone and correspondence during custody;
- 1.9.10 providing information to Prisoners in connection with their legal cases and assistance as needed for their personal development and case management;
- 1.9.11 ensuring that Prisoners are ready on time for court and other appointments, properly clothed, fed and medically fit for travel;
- 1.9.12 co-operating and liaising with the Authority to seek to ensure maximum utilisation of Available Prisoner Places at the Prison;
- 1.9.13 providing health services responsive to the assessed needs of Prisoners;
- 1.9.14 providing catering for Prisoners which is nutritionally sound, gives choice and is well presented;
- 1.9.15 providing an active and diversified recreation programme for Prisoners;
- 1.9.16 sharing relevant Prisoner information with other Prison establishments and agencies as necessary, ensuring that the requirements of applicable Data Protection legislation are met; and
- 1.9.17 work effectively and co-operatively with the Authority and all duly appointed representatives, providing access, as required, to the Prison,

Prisoners, records and Staff to reduce the risk of Prisoners re-offending on release.

## **2. TO PROVIDE A SECURE PRISON**

The Contractor shall be responsible for providing a secure Prison and shall have Operational Procedures in place to ensure such provision. The Operational Procedures shall be subject to regular monitoring and review in accordance with Clause 11.6 of the Contract and paragraph 6.5 of this Schedule D.

### **2.1 General Security Arrangements**

- 2.1.1 The Contractor shall establish an integrated multi-functional approach to the management of physical, procedural and dynamic aspects of security to prevent escapes, maintain good order, and to ensure the safety of Staff, Prisoners and the public. This will include staff training, managerial supervision, management audits, technology, building design and partnerships.
- 2.1.2 The Contractor shall identify those who may legitimately enter or exit the Prison and shall control the introduction of articles into the Prison.
- 2.1.3 The Contractor shall have a duty manager (with a role description that outlines tasks to be performed and responsibilities assumed) from within the senior management team on duty each day and available to Staff and the Authority at all hours of the day and night.
- 2.1.4 The Contractor shall develop and maintain appropriate Operational Procedures that shall cover but not be limited to the content of the following paragraphs in this Section 2.

### **2.2 Prisoner Supervision System Arrangements**

The Contractor shall operate the Authority's security category classification system and shall allocate an appropriate security category to each Prisoner. The Contractor shall, by means of security, allocation and regular review procedures, place and maintain Prisoners in conditions of appropriate security and shall make this information available, as necessary, to any receiving Prison, the Authority's escort contractor and other relevant agencies.

### **2.3 Searching Arrangements**

The Contractor shall:

- 2.3.1 have a strategy and policy on searching;
- 2.3.2 search Prisoners, visitors, staff, vehicles, property, cells and other areas of the Prison in accordance with the agreed Operational Procedures
- 2.3.3 manage contraband and those who are found to be in possession of same;
- 2.3.4 monitor, audit and review the effectiveness of its searching strategy, policy and procedures: and

- 2.3.5 prior to the Actual Opening Date, satisfy the Authority that a thorough search of the land and buildings contained within the Prison perimeter wall has been conducted. Following such a search, the Contractor shall confirm to the Authority in writing that each area has been searched and is free of all unauthorised items.

## **2.4 Routine Security Arrangements**

The Contractor shall have systems and procedures, including, where appropriate, equipment and technology, to:

- 2.4.1 ensure open, closed and official visits take account of the needs of individuals whilst also ensuring that security is not compromised or breached;
- 2.4.2 identify staff, visitors and Prisoners participating in visits;
- 2.4.3 control and supervise the movement and activities of Prisoners;
- 2.4.4 check and verify on the Scottish Prison Information Network (SPIN) the location and number of Prisoners held within the Prison, absent from the prison and on temporary release;
- 2.4.5 ensure that Prisoners are appropriately allocated to activities and supervised whilst thus engaged whether inside or external to the secure Prison;
- 2.4.6 raise alarms, and to respond to and record incidents within the Prison;
- 2.4.7 maintain secure effective communications between staff;
- 2.4.8 enable Prisoners to raise an alarm from within the cell, to communicate with staff from within the cell, and to enable staff to respond to and record the same;
- 2.4.9 maintain key and lock security, and ensure that in use and out of use keys and locks can be accounted for at all times. Also, to ensure by means of a radio frequency identification and detection system that keys cannot be removed from the Prison;
- 2.4.10 relock the Prison in the event of a key/lock compromise;
- 2.4.11 ensure tools and implements available to Prisoners are properly accounted for; and
- 2.4.12 keep staff up to date on matters relating to routine security arrangements and ensure that such information is not passed to any unauthorised persons. This shall be in the form of a security manual that shall include:
- a general security policy;
  - components of security;
  - management of security;
  - security standards;
  - control room procedures;
  - Prisoner supervision level and allocation procedures;

- perimeter security systems;
- use of passive and proactive search dogs;
- articles presenting a risk to security;
- use of security information reports (protection of information and intelligence systems);
- night security;
- lock and key security;
- searching policy and procedure;
- security procedures for specific areas within the establishment (gate, industrial workshops and other activity areas, visits, reception, residential, stores/canteen and administration offices);
- activities criteria;
- tool checks/accountability;
- escorts (internal and external);
- staff security awareness;
- extreme risk Prisoners;
- escape list Prisoners;
- Prisoner communications;
- roll checks/accounting for Prisoners;
- vehicle management;
- arrangements for dispatching extreme risk escorts;
- access and supervision of contractors; and
- incident reporting systems.

## **2.5 Security Intelligence Arrangements**

The Contractor shall:

- 2.5.1 input to and maintain intelligence data held on the Scottish Prison Information Network (SPIN) applications;
- 2.5.2 have a process for gathering, collating, analysing, evaluating and using intelligence to prevent escapes and other incidents, and to support other criminal justice agencies;
- 2.5.3 have procedures for dealing with information sources, including the protection of information sources, information and handlers of such information sources and information; and
- 2.5.4 have technologies, strategies and procedures for incident recording and reporting that are compatible with the Authority's existing incident recording and reporting systems.

## **2.6 Escorting and Transfer Arrangements**

The Authority's escort contractor shall normally provide for all scheduled escorts.

The Contractor shall:

- 2.6.1 provide an escort service in situations where a Prisoner requires to be escorted and held securely outside the Prison in an emergency or, in exceptional circumstances, at short notice;
- 2.6.2 follow the protocols agreed between the Association of Chief Police Officers Scotland and the Authority (to the extent that they are notified to the Contractor) for police escorting of extreme risk Prisoners;
- 2.6.3 ensure risk assessments are undertaken to determine the security arrangements for the emergency or, in exceptional circumstances, at short notice escort;
- 2.6.4 ensure the secure escort of all prisoners who require an emergency or, in exceptional circumstances, at short notice escort;
- 2.6.5 hold the Prisoner securely until such time as the Authority's escort contractor assumes responsibility for the Prisoner;
- 2.6.6 ensure that Prisoners and their property are ready for non-emergency escorts to enable the Authority's escort contractor to facilitate timely delivery at destinations; and
- 2.6.7 if required, agree and enter into a service level agreement with the Authority in respect of escort services.

## **2.7 Secure Audio and Video Link**

The Contractor shall:

- 2.7.1 have in place facilities to provide a secure audio and video link to the courts if and when required;
- 2.7.2 have in place facilities to provide a secure audio and video link to, and that is compatible with the Authority's incident command room; and
- 2.7.3 ensure the effective operation of both facilities referred to in paragraphs 2.7.1 and 2.7.2 above.

### **3. TO PROVIDE A SAFE PRISON**

The Contractor shall be responsible for providing a safe Prison and shall have Operational Procedures in place to ensure such provision. The Operational Procedures shall be subject to regular monitoring and review in accordance with Clause 11.6 of the Contract and paragraph 6.5 of this Schedule D.

#### **3.1 General Arrangements**

The Contractor shall develop and maintain appropriate Operational Procedures that cover but are not limited to the content of the following paragraphs in this Section 3.

#### **3.2 Management of different groups of Prisoners**

The Contractor shall manage different groups of male Prisoners in the Prison and shall also ensure that there is appropriate separation where necessary.

#### **3.3 Provision for Prisoners at Risk**

The Contractor shall identify Prisoners at risk and provide an appropriate range of interventions for the management of at risk Prisoners. The Contractor shall provide and implement a violence reduction strategy, an anti-bullying strategy and a strategy to minimise the risk of self-harm.

#### **3.4 Arrangements in the Event of a Death in Custody**

The Contractor shall develop a strategy and procedures for reporting and investigating every occurrence of a death in custody. The Contractor shall liaise and co-operate with other organisations involved in this process including the police and procurators fiscal.

#### **3.5 Adjudication Arrangements**

In accordance with the Criminal Justice and Public Order Act 1994, the Controller shall carry out adjudications. The Contractor shall:

- 3.5.1 ensure that the instigation of disciplinary proceedings and participation in the conduct of those proceedings against Prisoners is fair, reasonable and just, and in the interest of maintaining order, control and a safe environment in the Prison.
- 3.5.2 ensure the availability and attendance of all appropriate Staff, witnesses and the Prisoner(s) who is the subject of the adjudication, and the submission of all relevant evidence.
- 3.5.3 collate, record and analyse data on adjudications and make this available to the Controller on request. The information to be provided shall include the charges laid, the names of the Prisoners and Staff involved, the location of



any alleged breach of discipline, the adjudication outcome, and punishments awarded.

### **3.6 Use of Separation and Care**

The Contractor shall ensure that, other than in cases of operational urgency, Prisoners are only located in separation and care with the prior approval of the Controller. The Contractor shall also ensure that:

- 3.6.1 Prisoners are held in separation and care for the minimum period necessary;
- 3.6.2 a system of regular monitoring and review is in place to consider the continued use of separation and care of Prisoners; and
- 3.6.3 a range of strategies is in place for managing the return of Prisoners to the mainstream population. The strategies shall include the delivery of a care plan for each Prisoner held in separation and care and shall include the reasons for the Prisoner being placed in separation and care, the circumstances under which the Prisoner can return to the mainstream population, what actions and target dates are needed to enable the return of the Prisoner to the mainstream population and the review points (minimum of weekly) at which progress in delivering the care plan actions can be assessed.

### **3.7 Use of Reasonable Force**

The Contractor shall ensure that only Prisoner Custody Officers (PCOs), trained and assessed as competent in control and restraint techniques at levels 1 and 2, as notified to the Contractor by the Authority from time to time, shall exercise the use of reasonable force and shall ensure that, other than in cases of operational urgency, use of reasonable force shall only be utilised with the approval of the Controller.

### **3.8 Contingency Planning**

The Contractor shall have in place effective contingency plans for all relevant operational risks. These plans will be provided to the Authority with the Contractor's Operational Proposals, communicated only to appropriate personnel, regularly tested for effectiveness and reviewed. The contingency plans shall seek to manage risk presented by a range of incidents including:

- incorrect Prisoner numbers check;
- escape;
- fire;
- bomb alerts;
- concerted indiscipline (active and passive);
- barricade;
- death in custody;
- injury and illness;
- break in/intruder;
- key/lock compromise;

- radio compromise;
- tool loss;
- public demonstration;
- industrial action
- utility failure;
- kitchen failure;
- health services failure
- IT failure; and
- hostage.

### **3.9 Incident Management Arrangements**

The Contractor shall be responsible for the effective management of incidents and shall use only trained and competent Staff for this function. The Contractor shall engage in simulated and desk-top joint incident management training exercises with the Authority and other relevant agencies and ensure incident command practices are in line with those of the Authority. The Contractor shall provide mutual aid to the Authority and shall, when required by the Authority, accept or provide support as necessary in the event of an incident. All relevant requirements shall be notified to the Contractor by the Authority's HQ Incident Controller. The Contractor shall also:

- 3.9.1 ensure a minimum of 42 PCOs achieve and maintain control and restraint techniques at level 3;
- 3.9.2 make available to the Authority for mutual aid purposes 29 PCOs who have achieved and maintained control and restraint techniques at level 3, in accordance with paragraph 3.9.1;
- 3.9.3 ensure planned intervention will only be undertaken by those PCOs trained and assessed as competent in control and restraint techniques at level 3;
- 3.9.4 ensure any tactical equipment for staff use during incidents is compatible with that used by the Authority and is fit for its intended purpose;
- 3.9.5 make appropriate facilities available for use by any personnel provided to the Prison under mutual aid arrangements; and
- 3.9.6 debrief the Authority on any learning points following an incident.

### **3.10 Fire Safety**

The Contractor shall have a fire safety policy, strategy and procedures which are regularly tested, monitored and reviewed. The Contractor shall also ensure that training is provided, and that Prisoners are aware and Staff know what actions to take in the event of a fire.

### **3.11 Health and Safety**

The Contractor shall have a health and safety policy, strategy and procedures which are regularly reviewed. The Contractor shall also ensure that Prisoners and Staff understand the contents of the health and safety policy, strategy and procedures.

### **3.12 Public Protection Measures**

The Contractor shall ensure its local strategy is aligned to the Scottish Executive's policies by ensuring:

- 3.12.1 internal child protection procedures comply with the Protection of Children Act (Scotland) 2003 and that Prisoners do not come into contact with any children subject to a relevant Child Protection Order;
- 3.12.2 procedures are in place to protect members of the public from unwanted or unsolicited communication from Prisoners;
- 3.12.3 procedures are in place to comply with the Authority's Victim Notification Scheme;
- 3.12.4 procedures are in place to ensure contact with local community agencies meets statutory and non-statutory obligations and provides for sharing of appropriate information; and
- 3.12.5 procedures are in place for providing reminder notices to Prisoners convicted of a relevant sex offence of their legal requirements under the Sexual Offences Act 2003.

### **3.13 Information Management**

The Contractor shall as directed by the Authority, input, update and maintain data in relevant computer applications that contribute to the Scottish Prison Information Network (SPIN). The Authority shall from time to time specify the current hardware requirements to ensure functionality of the SPIN system.

The Contractor shall:

- 3.13.1 be responsible for supplying, installing, upgrading and maintaining all workstations and other hardware necessary to have full operation of the relevant SPIN applications;
- 3.13.2 be responsible for providing the appropriate technical environment for the successful operation of the relevant SPIN applications;
- 3.13.3 test the IT system and applications, and confirm to the Authority that they are fully operational four weeks prior to the Actual Opening Date;
- 3.13.4 be responsible for updating the hardware and software on an ongoing basis. The SPIN software and any future updates shall be provided to the Contractor by the Authority;
- 3.13.5 ensure the security of the SPIN system is maintained at all times with staff access levels being strictly controlled;
- 3.13.6 input and update data within specified timescales on all modules that make up the SPIN system;

- 3.13.7 ensure there are sufficient trained Staff to meet the requirements of the Authority's SPIN application;
- 3.13.8 ensure the quality and integrity of the data they are entering in the modules that make up the SPIN system; and
- 3.13.9 have contingency arrangements to ensure, in the event of any IT application being unavailable for any reason, that all commitments can be met and subsequent data recovery achieved.

#### **4. TO OPERATE A HUMANE AND FAIR PRISON**

The Contractor shall be responsible for providing a humane and fair Prison and shall have Operational Procedures in place to ensure such provision. The Operational Procedures shall be subject to regular monitoring and review in accordance with Clause 11.6 of the Contract and paragraph 6.5 of this Schedule D.

##### **4.1 General Arrangements**

The Contractor shall develop and maintain appropriate Operational Procedures that cover but are not limited to the content of the following paragraphs in this Section 4.

##### **4.2 Lawful Custody**

The Contractor shall ensure that Prisoners are held in lawful custody and ensure, prior to the liberation of any Prisoner, that the correct custodial period has been served. The Contractor shall ensure accurate calculation of the sentence length for all Prisoners held within the Prison and shall also provide this information, with appropriate explanations, to the Prisoner within 24 hours of his admission. The Contractor shall:

- 4.2.1 ensure Prisoners who have reason to doubt the legality of their custody have the opportunity to contact a legal adviser by telephone or letter free of charge;
- 4.2.2 ensure Prisoners who are foreign nationals or stateless can contact a diplomatic representative free of charge;
- 4.2.3 not refuse to admit to the Prison any Prisoner who has been sent to the Prison unless it would be unlawful to hold him in custody;
- 4.2.4 not release from the Prison any Prisoner on the basis of incomplete or inaccurate information unless details have been verified with the issuing authority and it would be unlawful to continue to hold him in custody;
- 4.2.5 ensure Prisoners are returned to court on due dates;
- 4.2.6 have facilities to enable persons to make payment for Prisoners held in custody by default of fine; and
- 4.2.7 have procedures to prepare Prisoners for transfer to and receive Prisoners from other Scottish prisons and other jurisdictions.

### **4.3 Reception Procedures**

The Contractor shall:

- 4.3.1 provide a system that assesses all Prisoners' needs on reception, records and updates information on the Authority's SPIN system, and maintains Prisoners' privacy and dignity;
- 4.3.2 assess Prisoners' immediate needs in relation to physical and mental health, substance misuse, accommodation, benefits and family contact and shall permit the Prisoner to make two personal phone calls and one to his legal adviser without charge;
- 4.3.3 have procedures in place to notify the Immigration and Nationality Directorate within 24 hours of admission to the Prison of all Prisoners who are foreign nationals, dual nationals and those whose nationality is unclear or where the Prisoner refuses to give his nationality;
- 4.3.4 provide information to Prisoners about rules and procedures operating within the Prison;
- 4.3.5 ensure information gained from the Prisoner during the reception process is used to inform that Prisoner's induction process;
- 4.3.6 have procedures in place to account for, store and return Prisoners property; and
- 4.3.7 have facilities to provide refreshments to newly arrived Prisoners.

### **4.4 Discharge Arrangements, Temporary Release and Escorted Absences**

The Contractor shall:

- 4.4.1 provide a system for the correct legal discharge of Prisoners on completion of their sentence, release on licence and on temporary release;
- 4.4.2 pay discharge grants at the correct rates and appropriate travel expenses to all eligible Prisoners;
- 4.4.3 ensure Prisoners are adequately clothed and fed and are released with their property and cash;
- 4.4.4 establish procedures to consider applications from Prisoners for escorted absences for specific purposes; and
- 4.4.5 provide supporting evidence of legitimate payment on discharge grants and travel expenses for Prisoners on release, and shall claim reimbursement of these costs from the Authority in accordance with Clause 31.6 of the Contract.

## **4.5 Provision and Disclosure of Information**

In accordance with Prison Rules, the Data Protection Act 1998, the Freedom of Information (Scotland) Act 2002 and Management of Offenders etc. (Scotland) Act 2005, the Contractor shall:

- 4.5.1 ensure that appropriate information about the Prison and relevant documents are made available to Staff, Prisoners, other agencies and the public;
- 4.5.2 provide Prisoners with a handbook giving information about the Prison, its facilities, visiting arrangements and the regime;
- 4.5.3 check that Prisoners understand the information that has been provided;
- 4.5.4 provide community partners with periodic newsletters to keep them informed of services, new developments and opportunities; and
- 4.5.5 periodically organise and provide information days for Prisoners' families, the public, local community based organisations, volunteers and representatives from local public bodies.

## **4.6 Health Protection**

The Contractor shall provide living and working conditions for Prisoners that seek to protect Prisoners' health and shall ensure that Prisoners have access to:

- a bath or shower daily;
- hot water for personal hygiene purposes;
- toilet facilities;
- a hazardous waste and sharps management facility;
- facilities for regular haircuts;
- drinking water at all times;
- laundry facilities;
- clean, correctly sized and fit for purpose clothing, a bed and clean bedding; and
- basic toiletries free of charge.

## **4.7 Health Services**

The Contractor shall provide Prisoners with primary healthcare services that meet all assessed healthcare needs and

- 4.7.1 ensure Prisoners' physical and mental needs are fully assessed by a qualified medical officer within 24 hours of admission to the Prison;
- 4.7.2 ensure the provision of local emergency health care 24 hours a day including on-site and on-call arrangements;
- 4.7.3 ensure routine medical requests are dealt with by a nurse within 48 hours from receipt of the request, with any appropriate referral to the medical

officer taking place no later than 24 hours from being dealt with by a nurse during the working week and 48 hours from being dealt with by a nurse at the weekend;

- 4.7.4 provide clinical and related services for reception health screening, preventing illness and disability, maintaining and improving health, and enabling Prisoners to take informed decisions on matters affecting their health;
- 4.7.5 provide specialist services and provision of primary and out-patient care including dental, optical, audiological, psychiatric, genito-urinary medical, chiropody and well-man services;
- 4.7.6 provide pharmaceutical services which comply with legal requirements, professional standards and ethical codes at least commensurate with those of the NHS;
- 4.7.7 observe, assess, diagnose, treat and care for Prisoners with mental health care needs;
- 4.7.8 have procedures and systems in place to report and manage, and seek to prevent and control communicable diseases and the spread of infection;
- 4.7.9 assess, diagnose, treat and care for Prisoners with HIV/AIDS, Hepatitis B and Hepatitis C;
- 4.7.10 provide clinical services for dealing with Prisoners with chronic illnesses and for older Prisoners with health problems;
- 4.7.11 provide access to Prisoners for health and health promotion services;
- 4.7.12 provide palliative care for Prisoners who are terminally ill;
- 4.7.13 ensure the experience, healthcare registration details and qualifications of the healthcare team are appropriate and up to date;
- 4.7.14 operate a medical records system compatible with that used in other Scottish Prisons and also input, update and maintain personal health information on the Scottish Prison Information Network (SPIN) applications; and
- 4.7.15 on request and within an agreed timescale make available to the Authority statistical information on levels of and nature of Prisoner health.

## **4.8 Addictions Strategy**

The Contractor shall:

- 4.8.1 have an addiction strategy, an action plan and range of appropriate interventions that aim to reduce levels of drug, alcohol, tobacco and substance misuse among Prisoners during and after custody;
- 4.8.2 have a drug testing procedure that is able to determine the prevalence of drug use within the Prison and is compatible with the Authority's drug testing procedures;
- 4.8.3 deliver a multi-disciplinary approach to the comprehensive assessment, diagnosis, treatment and intervention methods in managing addictions;

- 4.8.4 manage the immediate psychological and physical needs of Prisoners presenting with an addiction issue on reception;
- 4.8.5 provide comprehensive treatment services to Prisoners who require support with maintenance, stabilisation and drug detoxification;
- 4.8.6 provide information to Prisoners about the range of services available, supports available internal and external to the Prison, harm reduction measures and the dangers of reduced tolerance;
- 4.8.7 consult with Prisoners in their planned course of addiction treatment and/or intervention;
- 4.8.8 provide effective links with community and Criminal Justice partners to support the delivery of the throughcare addiction service i.e. post custody support to prisoners being released with an addiction problem;
- 4.8.9 co-operate and, as required, share information with community and Criminal Justice partners, to reduce drug related deaths;
- 4.8.10 implement a strategy to reduce the availability of drugs, alcohol and addiction substances within the Prison; and
- 4.8.11 implement a smoking policy.

#### **4.9 Prisoner Property and Monies**

The Contractor shall:

- 4.9.1 be responsible for the safekeeping, return of and appropriate recording of Prisoners' earnings and property, including valuable property and cash;
- 4.9.2 operate a system to record and control Prisoners' cash transactions;
- 4.9.3 have procedures to enable Prisoners to exchange their clothing and property items in use with their items held in storage;
- 4.9.4 have procedures to operate a system of volumetric control of Prisoners' property in use;
- 4.9.5 have procedures to dispose legally of unauthorised articles; and
- 4.9.6 have procedures for cell clearances following the departure of a Prisoner.

#### **4.10 Shopping Facility**

The Contractor shall:

- 4.10.1 provide a shopping facility for all Prisoners;
- 4.10.2 allow Prisoners to buy a range of goods, including writing materials and stamps, and shall provide a mechanism by which Prisoners may purchase telephone call time;
- 4.10.3 make available for inspection by the Controller, on request, any financial account set up for the benefit of Prisoners, and



- 4.10.4 provide information to Prisoners about the range and price of goods available from the shopping facility.

#### **4.11 Catering and Dining**

The Contractor shall:

- 4.11.1 provide a varied and healthy menu which takes account of Prisoners' preferences whilst complying with all relevant food safety legislation;
- 4.11.2 provide each Prisoner with a minimum of three nutritious meals each day, at least one of which must be hot, and if a Prisoner has missed a meal due to his absence from the Prison or time of admission, provide the opportunity for him to have a replacement meal;
- 4.11.3 provide a multi-choice menu, assessed by a qualified dietician, encompassing all religious, ethnic, cultural and medical requirements;
- 4.11.4 provide facilities to enable Prisoners to dine in association; and
- 4.11.5 provide hot drinks to Prisoners.

#### **4.12 Prisoner Communication**

The Contractor shall:

- 4.12.1 have policies and practices in place to enable Prisoners to maintain meaningful relationships with their families and friends through regular contact;
- 4.12.2 provide consumables (e.g. paper and envelopes) and assistance to allow Prisoners to write and also allow Prisoners to receive as many letters as they wish;
- 4.12.3 allow each prisoner to send one letter per week at the Contractor's expense;
- 4.12.4 have procedures for the receipt, checking where permitted and despatch of mail;
- 4.12.5 deliver mail to Prisoners on the day it is received by the Prison and ensure that all legal and confidential mail is dealt with in accordance with Prison Rules ;
- 4.12.6 ensure that all outgoing mail received from Prisoners for posting is posted on a daily basis (except on Sundays and Bank Holidays);
- 4.12.7 permit Prisoners to make telephone calls at their own expense and have procedures to ensure that inappropriate use of the telephone can be evidenced and further restricted as necessary;
- 4.12.8 have facilities to enable Prisoners to correspond with their legal representation;

- 4.12.9 ensure Prisoners have access to legal representation within 48 hours of access being requested by the Prisoner and agreed by the legal representative; and
- 4.12.10 keep Prisoners informed of current community affairs.

#### **4.13 Visiting Arrangements**

The Contractor shall:

- 4.13.1 operate a visits policy and procedures in relation to visits by Prisoners' family/friends and also in relation to official visits;
- 4.13.2 operate procedures which maximise the opportunities for Prisoners to maintain regular contact with their families and friends through regular and constructive contact;
- 4.13.3 publish Prisoners visit entitlements;
- 4.13.4 ensure visits commence within 20 minutes of visitors registering their arrival at the Prison in accordance with visits procedures and opening times subject to the relevant Prisoner agreeing to the visit;
- 4.13.5 operate procedures for accumulated visits and inter Prison visits in accordance with Prison Rules;
- 4.13.6 provide toilet, washroom and baby-changing facilities for the family and friends of Prisoners to refresh themselves following their journey and before commencement of visits;
- 4.13.7 provide facilities for young children during visit times;
- 4.13.8 have storage facilities for visitors' property;
- 4.13.9 operate the Authority's Assisted Prison Visits Scheme and make its existence known to Prisoners and their visitors;
- 4.13.10 provide an enhanced family visit scheme that facilitates quality contact for Prisoners and their visitors;
- 4.13.11 periodically organise and deliver family days where sporting and recreational activities take place;
- 4.13.12 provide a volunteer visitor scheme for those Prisoners not in receipt of visits;
- 4.13.13 provide relevant and appropriate information to visitors;
- 4.13.14 have procedures for using a closed visit facility for those Prisoners who have misused the normal visit arrangements including procedures for regularly reviewing a Prisoner's status on closed visits;
- 4.13.15 provide a refreshment service for visitors on arrival and during the visit period;
- 4.13.16 afford Prisoners prompt and suitable access to official visitors; and
- 4.13.17 publish details of visit times.

#### **4.14 Incentives and Earned Privileges**

The Contractor shall:

- 4.14.1 operate an Incentives and Earned Privileges (IEP) scheme for Prisoners;
- 4.14.2 ensure the Incentives and Earned Privileges scheme for Prisoners encourages responsible behaviour, participation in addressing needs, hard work, constructive activity, progress through the Prison system, and a disciplined, controlled and safe environment for Prisoners and Staff;
- 4.14.3 ensure all Prisoners admitted to the Prison commence on the standard level of the incentives and earned privileges scheme;
- 4.14.4 publish a statement of facilities and services available for each level of the IEP scheme;
- 4.14.5 regularly review the facilities and services available;
- 4.14.6 provide clear information to Prisoners about how they may earn and lose access to privileges and how this may be regularly reviewed; and
- 4.14.7 integrate the incentives and earned privileges scheme with sentence planning and resettlement schemes.

#### **4.15 Managing Equality and Diversity**

The Contractor shall:

- 4.15.1 ensure that Prisoners are assessed and those with physical, sensory and/or mental disabilities are able, as far as is practicable, to participate equally in Prison life, and
- 4.15.2 operate procedures to report, investigate, manage and respond to complaints of discriminatory, abusive, offensive or insulting language or behaviour on the part of any member of Staff, Prisoner or visitor.

#### **4.16 Prisoner Requests and Complaints Procedures**

The Contractor shall:

- 4.16.1 ensure that Prisoners are allowed to make requests and/or complaints and that information about procedures for doing so is provided on induction and is made available to all Prisoners thereafter;
- 4.16.2 ensure all requests and complaints receive a full response within the stipulated timescale;
- 4.16.3 provide access to a complaints process making sure that the process is understood and can be easily used by all Prisoners regardless of ability or language spoken;

- 4.16.4 assist the Scottish Prison Complaints Commission in fulfilling its role; and
- 4.16.5 provide access to a complaints process to visitors and the public.

## **5. TO PROVIDE OPPORTUNITIES TO REDUCE THE RISK OF PRISONERS RE-OFFENDING**

The Contractor shall be responsible for providing opportunities to reduce the risk of Prisoners re-offending and shall have Operational Procedures in place to ensure such provision. The Operational Procedures shall be subject to regular monitoring and review in accordance with Clause 11.6 of the Contract and paragraph 6.5 of this Schedule D.

### **5.1 General Arrangements**

The Contractor shall develop and maintain appropriate Operational Procedures that cover but are not limited to the content of the following paragraphs in this Section 5.

### **5.2 Contributing to Reducing the Risk of Prisoner Re-offending**

The Contractor shall:

- 5.2.1 support the work of Community Justice Authorities as legislated within the Management of Offenders etc (Scotland) Act 2005;
- 5.2.2 contribute to reducing the risk of Prisoners re-offending by providing services that seek to achieve the outcomes for offenders, as may be amended, contained in the Scottish Executive National Strategy for the Management of Offenders (May 2006); and
- 5.2.3 work with the Authority and other agencies to enhance services for offenders to achieve the following outcomes, as appropriate, prioritising the most critical factors in individual cases:
  - sustained or improved physical and mental well being;
  - the ability to access and sustain suitable accommodation;
  - reduced or stabilised substance misuse;
  - improved literacy skills;
  - employability prospects increased;
  - maintained or improved relationships with families, peers and community;
  - the ability to access and sustain community support, including financial advice and education;
  - the ability to live independently if they choose;
  - improvements in the attitudes or behaviour which lead to offending and greater acceptance of responsibility in managing their own behaviour and understanding of the impact of their offending on victims and on their own families.

### **5.3 Purposeful Activities**

The Contractor shall:

- 5.3.1 ensure that Prisoners, not Legitimately Out of Circulation, shall have the opportunity to spend a minimum of 12 hours per day out of cell and have the opportunity to spend no less than 6 hours per weekday and no less than 40 hours per week out of cell time engaged in purposeful activity;
- 5.3.2 provide a range of purposeful activities aimed at contributing to reducing the risk of Prisoners re-offending and ensure Prisoners have access to those activities on each day;
- 5.3.3 review the effectiveness of and as necessary alter the provision of activities available to Prisoners based on the assessed needs of each individual Prisoner; and
- 5.3.4 have a pay and other support systems which reward all purposeful activity and differentiate sufficiently to encourage Prisoners to engage in addressing their particular needs in respect of reducing the risk of re-offending.

### **5.4 Education Service Provision**

The Contractor shall provide education for Prisoners as part of a constructive regime provision to enable Prisoners to improve their core skills, literacies, life skills, work skills, vocational skills and integration skills. Education shall be designed, delivered and assessed to national standards and shall, where appropriate and available, lead to qualifications recognised by national awarding bodies such as the Scottish Credit and Qualifications Framework (SCQF). The Contractor shall:

- 5.4.1 assess and record the educational skills level of each Prisoner and use this to determine the individual learning programme to be provided;
- 5.4.2 ensure education addresses defined deficits in educational achievements in numeracy, literacy, information technology and other core skills;
- 5.4.3 ensure the education offered with recognised awards is transferable to and from other prisons and the community and builds upon achievements;
- 5.4.4 measure, evidence “distance travelled” and reward the educational achievements of every Prisoner;
- 5.4.5 integrate education with vocational and/or employability training programmes and other activities within the Prison;
- 5.4.6 enable Prisoners to access further and higher educational activities;
- 5.4.7 review, assess and ensure the relevance of the educational activities against current external employment market skills; and
- 5.4.8 ensure educational records are sent to receiving prisons within one week of Prisoner transfer or, following the release of a Prisoner, are made available,

with the consent of the Prisoner to community based education providers when requested.

## **5.5 Library Service Provision**

The Contractor shall:

- 5.5.1 provide an appropriate library service for Prisoners;
- 5.5.2 manage, deliver and maintain a library service provision;
- 5.5.3 ensure the choice of available books and other library services reflects the needs of the Prisoner population to include supplying and changing specialist language material to address ethnic minority requirements and cater for a range of reading abilities;
- 5.5.4 integrate the library service with the provision of education services;
- 5.5.5 make available to Prisoners up to date general Scottish criminal law reference works and publications to enable Prisoners to prepare for court; and
- 5.5.6 enable Prisoners to access the library service detailing how often and when this will take place. These arrangements shall also cater for those Prisoners who are unable, for operational or other reasons, to access directly the library service.

## **5.6 Physical Activity Provision**

The Contractor shall:

- 5.6.1 provide supervised physical activity for Prisoners;
- 5.6.2 have a programme of physical education linked to healthcare services which promotes healthy living and encourages Prisoners to adopt a healthy lifestyle;
- 5.6.3 ensure the physical activity programme is designed, delivered and assessed to national standards and shall, where appropriate and available, lead to qualifications provided by national awarding bodies;
- 5.6.4 assess and record the physical education needs and fitness levels of Prisoners and use the information to inform the physical activity programme;
- 5.6.5 integrate the physical education programme with the educational, vocational and employability programmes to enhance core skill development and provide access to nationally accredited and recognised awards and qualifications;
- 5.6.6 ensure there is a programme of physical activity which caters for those Prisoners who may be less able;
- 5.6.7 identify and encourage participation by those Prisoners who do not routinely attend physical activities;

- 5.6.8 develop and provide links to governing bodies of sport; and
- 5.6.9 ensure Staff are trained and, where appropriate, qualified to supervise and/or deliver the physical activity.

## **5.7 Employment**

The Contractor shall:

- 5.7.1 provide a range of work and training opportunities for all Prisoners;
- 5.7.2 ensure that the range of work and training opportunities assists all Prisoners in gaining knowledge and skills which shall improve their employability or potential for purposeful occupation upon release;
- 5.7.3 assess and record the employability level of Prisoners and ensure employment and employability skills training matches their needs;
- 5.7.4 ensure those Prisoners who are less able can participate fully in the employment and employment training opportunities;
- 5.7.5 ensure the employment and employability skills training provided is, where available and appropriate, accredited to national standards and reflects the current employment markets in the Prisoner's home locale; and
- 5.7.6 integrate the employment and employability skills training with the education programme to enhance the Prisoner's core skill development.

## **5.8 Offending Behaviour Programmes and Activities**

The Contractor shall:

- 5.8.1 provide a range of activities designed to address the offending behaviour of all Prisoners;
- 5.8.2 assess and record each Prisoners' risks and needs and use this information to inform the range of offending behaviour programmes and activities made available;
- 5.8.3 prioritise individual Prisoner attendance at offending behaviour programmes and activities by level of assessed risk and need ;
- 5.8.4 measure and evidence the ongoing quality, integrity, relevance and effectiveness of all offending behaviour programmes;
- 5.8.5 record information about individual Prisoner attendance, participation and final outcome of offending behaviour programme; and
- 5.8.6 achieve independent accreditation for all offending behaviour programmes and delivery sites.

## **5.9 Induction Arrangements**

The Contractor shall:

- 5.9.1 provide a comprehensive induction process for all Prisoners;



- 5.9.2 provide information to the Prisoner about the activities, services and rules of the Prison and gather information from the Prisoner to inform case management and community integration;
- 5.9.3 provide an opportunity for the Prisoner's family to become involved in the induction process;
- 5.9.4 record information about individual Prisoner attendance, participation and final outcome of induction; and
- 5.9.5 assess Prisoners in relation to education and skills, addictions, physical education, faith, community integration, health care and child protection.

## **5.10 Support and Guidance to Prisoners**

The Contractor shall ensure Prisoners have access to support and guidance in making choices about the available services and activities that contribute to reducing re-offending. The Contractor shall ensure that the advice and guidance given to Prisoners:

- 5.10.1 contributes to sentence planning, incentive based opportunities, reducing re-offending, parole and community integration considerations; and
- 5.10.2 are relevant, up to date, and provided by competent and trained Staff.

## **5.11 Leisure and Recreational Arrangements**

The Contractor shall:

- 5.11.1 ensure that all Prisoners have the opportunity for leisure and recreational activities
- 5.11.2 provide a range of programmed recreational activities for Prisoners to access on a daily basis;
- 5.11.3 ensure Prisoners have the opportunity for evening association of at least two hours daily;
- 5.11.4 provide a programme of evening education for Prisoners;
- 5.11.5 provide a range of weekend education and activities for Prisoners; and
- 5.11.6 provide and publish a special events timetable.

## **5.12 Integrated Case Management**

The Contractor shall ensure that all Prisoners have a community integration plan based on a multi-disciplinary assessment of risks and needs. Community integration plans shall be developed and delivered in collaboration with relevant agencies and shall set targets for addressing the Prisoner's offending behaviour, addressing the Prisoner's needs and preparing the Prisoner for release. Community integration plans shall also be used to co-ordinate referrals to other agencies and community partners as necessary. Risk of re-offending information, individual Prison and Prisoner

management decisions, and the provision of risk and needs information to the Parole Board and the Risk Management Authority shall have a clear link to a formal assessment of risks and needs. The Contractor shall:

- 5.12.1 encourage and develop community and voluntary group involvement in the delivery of community integration plans
- 5.12.2 manage, deliver, monitor, audit and review the community integration planning processes;
- 5.12.3 record all relevant community integration planning information on the SPIN application;
- 5.12.4 ensure community integration plans seek to address Prisoners' assessed needs that will enable Prisoners to successfully reintegrate with society;
- 5.12.5 deliver statutory and non-statutory social work and throughcare services;
- 5.12.6 ensure Staff are trained and competent in delivering the community integration planning processes;
- 5.12.7 ensure that information gained from the community integration planning processes is used to inform other processes aimed at reducing the risk of Prisoners re-offending;
- 5.12.8 include the Prisoner's family, relevant Staff and external organisations, including criminal justice social work, in the preparation and completion of community integration plans;
- 5.12.9 ensure its community integration planning model is compatible with the Authority's model of access to activities and services;
- 5.12.10 comply with the Management of Offenders etc (Scotland) Act 2005, and provide accurate and relevant risk assessment information to the Controller to enable a decision to be made on home detention curfew for eligible Prisoners;
- 5.12.11 meet all Parole Board, Lifer Tribunal and Risk Management Authority requirements for the provision of assessments and information on individual Prisoners; and
- 5.12.12 facilitate the Lifer Tribunal process as required by the Parole Board.

### **5.13 Religious Observance and Pastoral Care**

The Contractor shall:

- 5.13.1 ensure that Prisoners are able to participate in worship and other religious activities that encourage a greater openness to their spiritual dimension and personal development in preparation for release into the community;
- 5.13.2 appoint chaplains to the Prison in line with relevant legislation;
- 5.13.3 ensure that a chaplain visits all Prisoners as soon as practicable following their first reception for the current period of custody being served in the Prison;

- 5.13.4 ensure there are arrangements in place to enable religious registration and facilitation for Prisoners, including those Prisoners who are segregated and/or hospitalised, to observe their religious obligations;
- 5.13.5 provide facilities for places of group and individual worship, taking account of all multi-faith denominations; and
- 5.13.6 invite community based leaders of religious faiths to participate in the religious activities of the Prison.

## **6 RESOURCES: EFFECTIVE MANAGEMENT**

The Contractor shall be responsible for the effective management of the Prison and shall have Operational Procedures in place to ensure such provision. The Operational Procedures shall be subject to regular monitoring and review in accordance with Clause 11.6 of the Contract and paragraph 6.5 of this Schedule D.

### **6.1 General Arrangements**

The Contractor shall develop and maintain appropriate Operational Procedures that cover but are not limited to the content of the following paragraphs in this Section 6.

### **6.2 Personnel Management**

The Contractor shall:

- 6.2.1 ensure that systems are in place and appropriate information is available to the Authority to enable certification of Prisoner Custody Officers;
- 6.2.2 provide a staff handbook detailing all personnel policies, conditions of service and grievance, disciplinary and appeals procedures;
- 6.2.3 operate a policy and procedures for the recruitment of Staff to the Prison;
- 6.2.4 where functions are to be performed by individuals who require specialist qualifications, the Contractor shall recruit such individuals who shall hold, as a minimum, current relevant qualifications acceptable to their respective recognised body;
- 6.2.5 maintain a register of all Staff employed within the Prison which identifies those holding a current Prisoner Custody Officer certificate;
- 6.2.6 promptly return PCO Certificates to the Authority for all Staff no longer employed by the Contractor at the Prison;
- 6.2.7 ensure that appropriate staffing levels, as reasonably determined by the Contractor, are in place at all times and amend those levels as appropriate to deliver the Services; and
- 6.2.8 ensure that Staff are visually distinguishable from Prisoners and individually identifiable when on duty.

### **6.3 Staff Training**

The Contractor shall:

- 6.3.1 ensure all members of Staff are fully trained and competent to meet the requirements of their role;
- 6.3.2 have a training and development policy for all staff which contributes to the delivery of the Services. This shall be regularly reviewed by the Contractor to meet the emerging needs of the Prison and staff;
- 6.3.3 assess and record the competency of all Staff completing training;

- 6.3.4 measure the effectiveness of the training provided and the impact of the training in achieving the contractual requirement;
- 6.3.5 ensure all training is delivered by competent and qualified trainers
- 6.3.6 ensure training sessions in control and restraint techniques at levels 1 and 2 are delivered by a minimum of two instructors who have been trained, assessed as competent and licensed by the Authority;
- 6.3.7 be responsible for training staff in control and restraint techniques at levels 1 and 2. The Authority shall provide training sessions in control and restraint techniques at level 3                      Only those Staff who are assessed as competent in control and restraint techniques at levels 1 and 2 and who have maintained that competence may undertake training in control and restraint level 3; and
- 6.3.8 The Authority shall provide the necessary training to the Contractor's trainers in all SPIN applications to be operated by the Contractor. The Contractor shall be responsible for training users of the system.

#### **6.4 Reporting and Recording Arrangements**

The Contractor shall record Prisoner details using the relevant applications, as directed by the Authority, on the Scottish Prison Information Network (SPIN) and shall provide the Authority with access, on request, to all additional IT or other systems holding information about Prisoners.

#### **6.5 Assurance**

In accordance with Clause 21.3, the Contractor shall provide a Daily Report evidencing that each Available Prisoner Place has been provided in accordance with the Contract. The Contractor shall also:

- 6.5.1 monitor and quality assure all processes within the Prison relative to this Schedule D and to Schedule F;
- 6.5.2 monitor and quality assure all processes within the Prison relative to any applicable legislation, rules and requirements; and
- 6.5.3 have a system to address non-compliance.

## **SCHEDULE D: PART 2**

### **MINIMUM REQUIREMENTS**

A Prisoner Place, whether or not occupied, shall satisfy the terms of condition (b) of the definition of “Available Prisoner Place” on any particular day (and accordingly, such Prisoner Place shall have complied with the Minimum Requirements on that day), provided all the following have been satisfied or complied with in relation to that Prisoner Place.

1. On that day all Prison Rules and other Legislation relating to that Prisoner Place, or to the Prisoner occupying that Prisoner Place, were complied with in full.
2. On that day the Prisoner occupying that Prisoner Place:
  - (a) was provided with three nutritious meals, at least one of which was hot and, if the Prisoner occupying that Prisoner Place missed a meal due to his absence from the Prison or due to his admission following any standard mealtime, he was given the opportunity of having a replacement meal;
  - (b) had available to him clean, correctly sized and fit for purpose clothing and footwear to wear;
  - (c) had access to drinking water throughout the day;
  - (d) had a bed and clean bedding;
  - (e) had access to a bath/shower, hot water for personal hygiene purposes and toilet facilities;
  - (f) had access to healthcare services as detailed at paragraph 4.7 of Part 1 of Schedule D;
  - (g) had access to a cell communication system enabling him to raise an alarm and to communicate with staff from within his cell;
  - (h) had access to information about the rules and procedures operating within the Prison;
  - (i) had access to an addiction service that assesses, addresses and records drug, alcohol, tobacco and substance misuse and that links that Prisoner to external agencies prior to release;
  - (j) had access to an incentive and earned privileges scheme that supports him in addressing his assessed needs;
  - (k) had access to a wage earning scheme;
  - (l) if eligible had access to an induction service;
  - (m) had access to support and guidance services;
  - (n) no Prisoner has been required to share a cell at any time during that day other than as specifically agreed by the Authority or as permitted under Clause 21.4.2 of the Contract;
  - (o) if admitted on that day, had all his immediate needs assessed in relation to physical and mental health, self harm risk, substance misuse, accommodation, benefits and family contact, and those needs were recorded;

- (p) if not Legitimately Out of Circulation, had the opportunity to spend a minimum of 12 hours out of cell;
  - (q) if not Legitimately Out of Circulation, had the opportunity to spend no less than 6 hours per weekday and no less than 40 hours per week out of cell time engaged in purposeful activity ;
  - (r) if eligible for and if scheduled for that day, and if not Legitimately Out of Circulation, had access to enhanced family visits;
  - (s) had access to a community integration plan based on an assessment of risks and needs;
  - (t) was provided with heat, light and ventilation in compliance with current legislation;
  - (u) received his mail and his outgoing mail was posted excluding Sundays and Bank Holidays;
  - (v) had access to his legal advisers; and
  - (w) had the opportunity to communicate by telephone.
3. Where the community integration plan has scheduled an activity for the Prisoner on that day the Prisoner has had access to that activity.
4. Provided that if a Prisoner Place is not occupied, these requirements shall be deemed satisfied if the Contractor is in a position to satisfy such requirements in respect of that Prisoner Place forthwith on it becoming occupied.



## **SCHEDULE E**

### **PAYMENT MECHANISM**



**This is Schedule E to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**CONTENTS**

- 1. DEFINITIONS**
- 2. FORMULA FOR CONTRACT PRICE**
- 3. FORMULA FOR DAILY PAYMENT**
- 4. PHASE-IN TIMETABLE**
- 5. FIXED AVAILABILITY FEE**
- 6. INDEXED AVAILABILITY FEE**
- 7. INDEXED COSTS FEE**
- 8. ADDITIONAL PRISONER PLACE PRICE**
- 9. DOUBLED UP AVAILABLE PRISONER PLACE**
- 10. PAYMENTS RELATING TO WITHDRAWAL OF CELL CERTIFICATION**
- 11. APPLICATION OF RETAIL PRICE INDEX FOR THE INDEXED AVAILABILITY FEE, THE INDEXED COSTS FEE AND ADDITIONAL PRISONER PLACE PRICE**
- 12. QUARTERLY PERFORMANCE MEASURE RELATED DEDUCTIONS**

**This is Schedule E to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**1. DEFINITIONS**

In this Schedule E, unless the context otherwise requires:

<b>"Doubled Up Prisoner Place"</b>	has the meaning given in paragraph 10.1.2 of this Schedule E;
<b>"Fixed Availability Fee"</b>	means, in respect of a Performance Year, the amount shown in the column headed "Daily Fixed Availability Fee per Available Prisoner Place" in the table contained in paragraph 5 of this Schedule E;
<b>"Indexed Availability Fee" or "I<sub>1</sub>"</b>	means, in respect of a Performance Year, the indexed availability fee calculated in accordance with paragraph 11(a) of this Schedule E;
<b>"Indexed Costs Fee" or "I<sub>2</sub>"</b>	means, in respect of a Performance Year, the indexed costs fee calculated in accordance with paragraph 11(b) of this Schedule E;
<b>"Review Date"</b>	means the Actual Opening Date and each anniversary of the Actual Opening Date.

**2. FORMULA FOR CONTRACT PRICE**

The Contract Price payable by the Authority to the Contractor under Clause 31.1.1 in respect of any month shall be calculated in accordance with the following formula:

$$W = \sum P - Z$$

For the purpose of this paragraph 2:

W is the Contract Price;

$\sum P$  is the sum of the payments for each day within the relevant month as calculated in accordance with paragraph 3 below; and

Z is the total amount of deductions attributable to any Performance Points that have been agreed or determined as applicable to the previous and/or, if not already deducted, any earlier Performance Quarters, subject to the provisions of Clause 33.1, calculated in accordance with paragraph 12 of this Schedule E.

If in any month the value of Z exceeds the value of  $\Sigma P$  (such that W is a negative number) the Authority shall be entitled to carry forward and deduct any such excess from subsequent payments in the Contract Price.

### 3. FORMULA FOR DAILY PAYMENT

The amount payable to the Contractor under Clause 31.1.1 of the Contract in respect of each day during the Contract Period shall be calculated according to the following formula:

$$P = (A \times C) + D + \Sigma B$$

For the purpose of this paragraph 3:

P is the amount payable per day

A is the total number of Available Prisoner Places (excluding any Additional Prisoner Places and any Doubled Up Prisoner Places) provided by the Contractor and recorded in the Daily Report for that day, subject, during the period prior to the Actual Full Operation Date, to a maximum of the number of Available Prisoner Places that the Contractor is obliged to provide on that day in accordance with the Phase-in Timetable at paragraph 4 below;

C is equal to the sum of  $F + I_1 + I_2$ ;

F is the relevant Fixed Availability Fee;

$I_1$  is the relevant Indexed Availability Fee;

$I_2$  is the relevant Indexed Costs Fee;

D is the payment in respect of any Additional Prisoner Places which have been provided on that day and recorded in the Daily Report for that day, in accordance with Clause 32 of the Contract, calculated in accordance with paragraph 8 of this Schedule E; and

$\Sigma B$  is the sum of payments for Prisoner Places occupied during that day, in respect of which Cell Certificates have been withdrawn, calculated in accordance with the provisions of paragraph 10 of this Schedule E.

#### 4. PHASE-IN TIMETABLE

In accordance with Clause 13 of the Contract the Contractor will provide to the Authority the number of Available Prisoner Places as set out in the third column of the following table in respect of the relevant period of time after the Contractual Opening Date identified in the first and second columns of the following table.

<b>Number of days after Contractual Opening Date</b>	<b>Up to and including Number of days after Contractual Opening Date</b>	<b>Number of Available Prisoner Places during such Period</b>
0	6	30
7	13	80
14	20	80
21	27	80
28	34	130
35	41	180
42	48	230
49	55	300
56	62	400
63	69	500
70	76	600
77	83	700
84 (Full Operation Date)		700

**5. FIXED AVAILABILITY FEE**

The Fixed Availability Fee shall (subject to the provisions of Clauses 17 (*Compensation Events*), 17A (*Title Compensation Events*), 35 (*Authority Changes*), 35A (*Contractor Changes*) and 36 (*Changes in Law*)) be a fixed amount per Available Prisoner Place per day, such amount during any Performance Year being as set out in the following table:

<b>Performance Year</b>	<b>Daily Fixed Availability Fee per Available Prisoner Place £</b>
1	<b>31.155</b>
2	<b>31.155</b>
3	<b>31.155</b>
4	<b>31.155</b>
5	<b>31.155</b>
6	<b>31.155</b>
7	<b>31.155</b>
8	<b>31.155</b>
9	<b>31.155</b>
10	<b>31.155</b>
11	<b>31.155</b>
12	<b>31.155</b>
13	<b>31.155</b>
14	<b>31.155</b>
15	<b>31.155</b>
16	<b>31.155</b>
17	<b>31.155</b>
18	<b>31.155</b>
19	<b>31.155</b>
20	<b>31.155</b>
21	<b>31.155</b>
22	<b>31.155</b>
23	<b>31.155</b>
24	<b>31.155</b>
25	<b>31.155</b>

**6. INDEXED AVAILABILITY FEE**

The Indexed Availability Fee per Available Prisoner Place per day shall (subject to the provisions of Clauses 17 (*Compensation Events*), 17A (*Title Compensation Events*), 35 (*Authority Changes*), 35A (*Contractor Changes*) and 36 (*Changes in Law*)) be such amount during any Performance Year being as set out in the following table, which shall be increased on each Review Date in accordance with the mechanism detailed in paragraph 11(a) below.

<b>Performance Year</b>	<b>Daily Indexed Availability Fee per Available Prisoner Place £</b>
1	27.45
2	27.45
3	27.45
4	27.45
5	27.45
6	27.45
7	27.45
8	27.45
9	27.45
10	27.45
11	27.45
12	27.45
13	27.45
14	27.45
15	27.45
16	27.45
17	27.45
18	27.45
19	27.45
20	27.45
21	27.45
22	27.45
23	27.45
24	27.45
25	27.45

**7. INDEXED COSTS FEE**

The Indexed Costs Fee per Available Prisoner Place per day shall (subject to the provisions of Clauses 17 (*Compensation Events*), 17A (*Title Compensation Events*), 35 (*Authority Changes*), 35A (*Contractor Changes*) and 36 (*Changes in Law*)) be such amount during any Performance Year being as set out in the following table, which shall be increased on each Review Date in accordance with the mechanism detailed in paragraph 11(b) below.

<b>Performance Year</b>	<b>Daily Indexed Costs Fee per Available Prisoner Place £</b>
1	43.62
2	43.62
3	43.62
4	43.62
5	43.62
6	43.62
7	43.62
8	43.62
9	43.62
10	43.62
11	43.62
12	43.62
13	43.62
14	43.62
15	43.62
16	43.62
17	43.62
18	43.62
19	43.62
20	43.62
21	43.62
22	43.62
23	43.62
24	43.62
25	43.62

## **8. ADDITIONAL PRISONER PLACE PRICE**

8.1 The Contractor shall provide the Additional Prisoner Places requested by the Authority under Clause 32 of the Contract at the prices shown in the table below, which shall be increased on each Review Date in accordance with the mechanism detailed in paragraph 11(c) below:

<b>Additional Prisoner Place Tranche</b>	<b>No. of Additional Prisoner Places Provided</b>	<b>Daily Price Per Additional Prisoner Place £</b>
	1 – 24	27.67
1	25 – 36	47.17
2	37 – 48	47.17
3	49 – 60	47.17
4	61 – 72	47.17
5	73 – 84	47.17
6	85 – 96	47.17

8.2 Where the number of Additional Prisoner Places that the Contractor is required to provide under Clause 32 does not exceed 24, the Contractor shall be entitled to a daily payment for such Additional Prisoner Places ("D") calculated in accordance with the following formula:

$$D = (N \times L)$$

Where:

N is the number (between 0 and 24) of Additional Prisoner Places that are occupied and that satisfy the requirements under this Contract for an Available Prisoner Place and the requirements of Clause 21.1 on that day; and

L is the daily price per Additional Prisoner Place for the first 24 Additional Prisoner Places, as set out in the table contained in paragraph 8.1 above.

8.3 Where the number of Additional Prisoner Places that the Contractor is required to provide under Clause 32 exceeds 24, the Contractor shall be entitled to a daily payment for such Additional Prisoner Places ("D") calculated in accordance with the following formula:

$$D = (H \times L) + (G \times Q) - (R \times Q)$$

Where:

H is the number (between 0 and 24) of Additional Prisoner Places, from within the first 24 Additional Prisoner Places that the Contractor is obliged to provide under Clause 32.1 of the Contract, that satisfy the requirements under this Contract for being an Available Prisoner Place and the requirements of Clause 21.1 on that day;

L is the daily price per Additional Prisoner Place for the first 24 Additional Prisoner Places, as set out in the table contained in paragraph 8.1 above;

G is the number (between 0 and 72) of Additional Prisoner Places in excess of the first 24 such Prisoner Places that the Contractor is obliged to provide under Clause 32.2 of the Contract, and that satisfy the requirements under this Contract for being an Available Prisoner Place and the requirements of Clause 21.1, on that day;

Q is the Additional Prisoner Place price per day for every Additional Prisoner Place in excess of the first 24, as set out in the table contained in paragraph 8.1 above; and

R is the number of Additional Prisoner Places (between 0 and 12) within the highest Additional Prisoner Place Tranche that the Authority has requested under Clause 32 that are not occupied by Prisoners on that day.



For the purposes of this paragraph 8.3:

- (a) where the Authority has given notice under Clause 32.2 that it requires Additional Prisoner Places then the Contractor will not be deemed to be obliged to provide such Additional Prisoner places until the date on which the notice takes effect (which shall not be less than 8 weeks after the date of such notice);
- (b) where the Authority has notified the Contractor under Clause 32.2 that it is no longer required to provide any Additional Prisoner Place Tranche, then the Contractor will be deemed to be obliged to provide such Additional Prisoner Place Tranche until the date on which the notice takes effect (which shall be not less than 8 weeks after the date of such notice); and
- (c) notwithstanding the provisions of Clause 32.1, the Contractor shall (provided that such places satisfy the requirements under this Contract for being an Available Prisoner Place) be deemed to be obliged to provide and shall be deemed to have provided the first 24 Additional Prisoner Places, for the purposes of the definition of "H" above and Clause 32.1, for such period as the Contractor is obliged to provide any Additional Prisoner Places from Tranches 1 to 6.

8.4 For the avoidance of doubt, if a Cell is used to accommodate two Prisoners in accordance with Clause 21.4.2 of the Contract then:

8.4.1 the Prisoner Place occupied by one of the Prisoners in that Cell shall be an Available Prisoner Place (and not an Additional Prisoner Place or Doubled Up Prisoner Place) for the purposes of paragraph 3 of this Schedule E, provided that such Prisoner Place satisfies the requirements under this Contract for being an Available Prisoner Place; and

8.4.2 the Prisoner Place occupied by the other Prisoner in that Cell shall be an Additional Prisoner Place for the purpose of paragraph 3 of this Schedule E and the amount payable in respect of such Additional Prisoner Place shall be calculated in accordance with paragraph 8 of this Schedule E.

## **9. DOUBLED UP AVAILABLE PRISONER PLACE**

Subject to Clause 14 of the Contract and paragraph 10.1 below, if a Cell is used to accommodate two Prisoners in accordance with Clause 21.4.1 of the Contract then the Prisoner Place occupied by each Prisoner in that Cell shall be an Available Prisoner Place (and not an Additional Prisoner Place or Doubled Up Prisoner Place) for the purpose of paragraph 3 of this Schedule E, provided that such Prisoner Place satisfies the requirements under this Contract for being an Available Prisoner Place.

**10. PAYMENTS RELATING TO WITHDRAWAL OF CELL CERTIFICATION**

10.1 If a Cell Certificate has been withdrawn from a Cell and, pursuant to Clause 20.3, the Contractor moves the Prisoner from that Cell to another Cell which is already occupied by one Prisoner and in respect of which a Cell Certificate is currently issued:

10.1.1 the Prisoner Place occupied by one of the Prisoners in that Cell shall be an Available Prisoner Place (and not an Additional Prisoner Place or Doubled Up Prisoner Place) for the purposes of paragraph 3 of this Schedule E, provided that such Prisoner Place satisfies the requirements under this Contract for being an Available Prisoner Place; and

10.1.2 the amount payable per day in respect of the Prisoner Place occupied by the other Prisoner in that Cell (the "Doubled Up Prisoner Place") shall, provided that such Prisoner Place satisfies the requirements under this Contract for being an Available Prisoner Place, be calculated as follows:

$$B = C \times 0.5$$

For the purpose of this paragraph 10.1:

B is the amount payable per day in respect of the Doubled Up Prisoner Place and

C is as defined in paragraph 3 of this Schedule E.

For the avoidance of doubt, a Doubled Up Prisoner Place shall be deemed not to be an Available Prisoner Place for the purposes of paragraph 3 of this Schedule E.

10.2 If the Contractor is entitled under Clause 20.3 to leave a Prisoner to occupy a Cell in respect of which the Cell Certificate has been withdrawn, the amount payable per day in respect of the Prisoner Place occupied by that Prisoner shall be half of the amount that would have been payable in respect of that Prisoner Place had the Cell Certificate not been withdrawn provided that, in all other respects, such Prisoner Place satisfies the requirements under the Contract for being an Available Prisoner Place:

**11. APPLICATION OF RETAIL PRICE INDEX FOR THE INDEXED AVAILABILITY FEE, THE INDEXED COSTS FEE AND ADDITIONAL PRISONER PLACE PRICE**

As at each Review Date:

(a) *Indexed Availability Fee*

The Indexed Availability Fee shall be calculated on each Review Date in accordance with the following formula:

$$I_1 = I_0 \times [1 + \frac{RPI_a - RPI_b}{RPI_b}]$$

Where:

$I_1$  is the amount of the Indexed Availability Fee payable per Available Prisoner Place per day in respect of the Performance Year starting on that Review Date;

$I_0$  is the amount of the Indexed Availability Fee per Available Prisoner Place per day as stated in the table in paragraph 6 in respect of the Performance Year starting on that Review Date;

$RPI_a$  is the level of RPI relating to the prices prevailing in the month preceding that Review Date by 3 months; and

$RPI_b$  is the level of RPI relating to the prices prevailing in March 2006 being 190.8.

**(b) Indexed Costs Fee**

The Indexed Costs Fee shall be calculated on each Review Date in accordance with the following formula:

$$I_2 = I_3 \times M^n$$

Where:

$I_2$  is the amount of the Indexed Costs Fee payable per Available Prisoner Place per day in respect of the Performance Year starting on that Review Date;

$I_3$  is the amount of the Indexed Costs Fee per Available Prisoner Place per day as stated in the table in paragraph 7 in respect of the Performance Year starting on that Review Date; and

$M^n$  is 
$$\frac{[1 + RPI_c - RPI_d] + [((1.015)^{1/12})^n - 1]}{RPI_d} \times M^{(n-1)}$$

Where:

$M^{(n-1)}$  is, at the first Review Date, equal to 1 and at each subsequent Review Date is  $M^n$ , as calculated at the previous Review Date;

$RPI_c$  is the level of RPI relating to the prices prevailing in the month preceding the relevant Review Date by 3 months;

$RPI_d$  is, at the first Review Date, the level of RPI relating to the prices prevailing in March 2006 being 190.8. For subsequent Review Dates, the value of  $RPI_d$  will be the level of  $RPI_c$  calculated at the Review Date preceding the current Review Date; and

<sup>n</sup> is, at the first Review Date, the number of complete months which have passed between the Date of Signature and the Actual Opening Date (for the avoidance of doubt a complete month shall be calculated by dividing the total number of days in this period by 30) and for each calculation of the Indexed Cost Fee after the first Review Date, shall equal 12.

(c) ***Additional Prisoner Place Price***

The daily prices for Additional Prisoner Places contained in the table in paragraph 8 above shall be re-calculated on each Review Date in accordance with the following formula:

$$V_1 = 0.5 V_0 \times [1 + \frac{RPI_a - RPI_b}{RPI_b}] \text{ plus } (0.5V_0 \times M^n)$$

Where:

$V_1$  is the daily price per Additional Prisoner Place price per day in respect of the Performance Year starting on that Review Date;

$V_0$  is the daily price per Additional Prisoner Place set out in the table contained in paragraph 8;

$RPI_a$  is defined in accordance with paragraph 11(a);

$RPI_b$  is defined in accordance with paragraph 11(a); and

$M^n$  is defined in accordance with paragraph 11(b).

With effect from each Review Date, the amount of the Indexed Availability Fee shall be the amount calculated under paragraph 11(a), the Indexed Costs Fee shall be the amount calculated under paragraph 11(b) and the amount of Additional Prisoner Place price shall be the amount calculated under paragraph 11(c) up to and including the day before the next succeeding Review Date.

## **12. QUARTERLY PERFORMANCE MEASURE RELATED DEDUCTIONS**

The deductions attributable to the Performance Points which it is agreed or determined have accrued during a Performance Quarter shall be the lower of:

(i)  $0.05 \times T$ ; and

(ii)  $0.0001 \times T \times S$

For the purposes of this paragraph 12:

T is the sum of the daily payments, as calculated in accordance with paragraph 3 of this Schedule E, for the relevant Performance Quarter and

S is the number of Performance Points that it is agreed or determined have accrued during the Performance Quarter above the Baseline Total for the relevant Performance Quarter.



## **SCHEDULE F**

### **PERFORMANCE MEASURES**

**This is Schedule F to the Minute of Agreement between the Scottish Ministers and  
Addiewell Prison Limited dated 20 June 2006 for the Design, Construction,  
Management and Financing of a Prison at Addiewell.**

**CONTENTS**

- 1. INTRODUCTION**
- 2. PERFORMANCE MEASURES**
- 3. PERFORMANCE POINTS BASELINE**
- 4. PERFORMANCE QUARTER**

**This is Schedule F to the Minute of Agreement between the Scottish Ministers and  
Addiewell Prison Limited dated 20 June 2006 for the Design, Construction,  
Management and Financing of a Prison at Addiewell.**

**1. INTRODUCTION**

The Contractor's performance shall be assessed against a range of Performance Measures, which monitor events and/or activities (Clause 33 of the Contract refers).

Each Performance Quarter, the number of Performance Points accrued during that Performance Quarter shall be measured against the relevant Performance Points Quarterly Baseline Total. The Performance Points Quarterly Baseline Total will be deducted from the total number of Performance Points accrued during the relevant Performance Quarter. For each Performance Point accrued above the Performance Points Quarterly Baseline Total for such Performance Quarter, the Authority shall deduct 0.01% (1/100<sup>th</sup> of 1%) of the sum total of the Contract Price payable in the relevant Performance Quarter, subject to a maximum of 5% of the sum total of the Contract Price otherwise due for the relevant Performance Quarter. This deduction shall be made in accordance with the Schedule E.

Subject to Clause 33.1A of the Contract, to determine the score for each Performance Measure for each Performance Quarter, the number of times each Performance Measure has occurred in such Performance Quarter shall be multiplied by the relevant number of Performance Points for such Performance Measure. The scores for each Performance Measure shall then be totalled to give the total Performance Points for such Performance Quarter.

Other than escapes by Prisoners, to which Clause 33.2 of the Contract applies, the Performance Measures, together with the relevant quantum of Performance Points for each occurrence of each Performance Measure for the purposes of Clause 33.1 of the Contract, are detailed as follows.



## 2. PERFORMANCE MEASURES

ID	Measure	Definition	Points per Incident
1	Failure to report/incorrect reporting of any Performance Measure	Failure to report a Performance Measure event to the Authority in accordance with Clause 33.1 of the Contract.	50
2	Serious injury assault by a Prisoner against another person	An assault by a Prisoner on any other person, proven by adjudication under Rule 113, Schedule 1(a) or by criminal conviction where that individual requires hospital treatment outside the Prison as an in-patient; or medical treatment for concussion or internal injury; or fracture, scald or burn, stabbing, crushing, extensive or multiple bruising, black eye, broken nose, lost or broken tooth, cut requiring suturing, bite, temporary or permanent blindness or sexual assault.	50
3	Key/Lock compromise	Failure to observe any procedure for key and lock security, as defined in the Contractors' Operational Procedures.	50
4	Unauthorised roof access	A person on any roof without proper authorisation.	30
5	Release or detention of Prisoner in error	Release or detention of a Prisoner in error due solely to the fault of the Contractor.	30

ID	Measure	Definition	Points per Incident
6	Discovery within Prison of smuggled-in item	<p>Discovery of item neither available, nor able to be made from material, in the Prison, excluding:</p> <p>(i) those found at initial points of search of Staff, visitors, incoming goods (all types) and Prisoners on admission;</p> <p>(ii) an item recovered in the external grounds of the Prison and which can be positively evidenced as being there as a result of being thrown over the Prison wall; and</p> <p>(iii) an item recovered during prison visits.</p> <p>For the purposes of this Schedule F, initial points of search are at Prisoner, Staff, visitor, vehicular and mail entry points of the Prison</p>	25
7	Minor injury assault by a Prisoner on another person	An assault by a Prisoner on any other person, proven by adjudication under Rule 113, Schedule 1(a) or by criminal conviction where that individual suffers graze, scratch, abrasion, minor bruise, swelling or superficial cut.	20
8	Incident of concerted indiscipline	A single incident involving two or more Prisoners acting together in concert with the intention of disrupting the order and discipline of the Prison and/or who refuse to desist an action or to comply with a lawful order.	20
9	Failure to have a Prisoner ready for collection by Authority's Escort Contractor	Provided the relevant notice period has been received or given a Prisoner is not ready for collection by the time specified by the Authority's Escort Contractor	20
10	Failure of security procedures for a high supervision level Prisoner	Failure to follow the Contractor's security Operational Procedures for a Prisoner identified as requiring high supervision.	15

ID	Measure	Definition	Points per Incident
11	Incident of hostage taking	An incident where a person is held against their will.	10
12	Complaint against Staff	Following an investigation, any finding of guilt for the complaint made by a Prisoner or other person against a member of Staff.	10
13	Failure to provide accurate Daily Report	Failure to provide to the Controller by 9:00am the following day an accurate and complete Daily Report evidencing delivery of Available Prisoner Place contractual requirements.	10
14	Failure to process accurate warrant details	Failure to input accurately a Prisoner's warrant details into the Authority's Prisoner Records application within 24 hours of admission of that Prisoner.	10
15	Failure of security procedures for a medium or low supervision level of Prisoner	Failure to follow the Contractor's security Operational Procedures for a Prisoner identified as requiring medium or low supervision level.	5
16	Incident of self harm	An incident of deliberate self-harm by a Prisoner which results in death or a need for medical attention e.g. suturing, or a medical diagnosis of shock/concussion, or a need for on-going medical care which is beyond basic first aid.	5
17	Failure to repair	A failure to timeously complete repairs in accordance with clause 4.1 of Schedule C.	5
18	Failure to comply with cleaning schedule	A failure on any day to clean the Prison to the standard or frequency defined in the cleaning schedule Operational Procedure.	5
19	No injury assault by a Prisoner on another person	An assault by a Prisoner on any other person, proven by adjudication under Rule 113, Schedule 1(a) or by criminal conviction which results in no physical injury to the individual.	5

ID	Measure	Definition	Points per Incident
20	Failure to input basic details to the Authority's Prisoner Records application	Failure to input accurately a Prisoner's basic details into the Authority's Prisoner Records application to permit the identification of the Prisoner, including an electronic image and home address (including the recording of no fixed abode, if applicable), within one hour of admission of that Prisoner.	5
21	Tool/Implement Loss – not recovered	A loss and non-recovery within 24 hours of a tool or implement belonging to the Contractor or any Sub-Contractor or their sub-contractor(s).	4
22	Tool/Implement Loss – recovered	A loss and subsequent recovery within 24 hours of a tool or implement belonging to the Contractor or any Sub-Contractor or their sub-contractor(s).	2

**3. PERFORMANCE POINTS BASELINE**

The amount of the Performance Points Baseline Total for each Performance Year shall be the Performance Points Annual Baseline Total for such Performance Year identified in the table below.

Performance Year	Performance Points Annual Baseline Total
1	4750
2	4703
3	4608
4	4378
5	4159
6	3951
7	3793
8	3679
9	3606
10	3570
11	3534
12	3499
13	3464
14	3429
15	3395
16	3361
17	3327
18	3294
19	3261
20	3228
21	3196
22	3164
23	3132
24	3101
25	3070

#### **4. PERFORMANCE QUARTER**

In respect of each Performance Quarter, the quarterly Performance Points Baseline Total for such Performance Quarter shall be 25% of the Performance Points Annual Baseline Total for the Performance Year of which such Performance Quarter forms part. If the last Performance Quarter of the Contract Period is shorter than 3 months, the Performance Points Quarterly Baseline Total for the last Performance Quarter shall be calculated on a pro rata basis to reflect the number of months (or part months) in that Performance Quarter.

The Performance Points Baseline Totals (in the above table) for each Performance Year assume a total of 700 Available Prisoner Places for the Prison. If the average number of Available Prisoner Places is less than 700 during any Performance Quarter, the Performance Points Quarterly Baseline Totals for such Performance Quarter shall be reduced proportionately. Similarly, where the average number of Available Prisoner Places plus the number of Additional Prisoner Places occupied is more than 700 during any Performance Quarter because the Authority has requested and the Contractor has provided Additional Prisoner Places, the Performance Quarterly Baseline Totals for such Performance Quarter shall be increased proportionately by the number of occupied Additional Prisoner Places.



## **SCHEDULE G**

## **OPERATIONAL PROPOSALS**

**This is the amended version of Schedule G (Contract Amendment Number 001) to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Ltd dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**OPERATIONAL PROPOSALS FOR HMP ADDIEWELL**

The Contractor shall submit the Operational Proposals to the Authority in accordance with Clause 11.1 and shall consist of the following:

<b>Operational Proposals</b>	<b><u>Minimum</u> number of months before the Contractual Opening Date that the Operational Proposals will be submitted to the Authority</b>	<b>Contract Reference</b>
Procedures for prisoner phase-in period and initial operation of prison	Twelve	MOA Clause 11.1
Procedures for the individual, or where appropriate linked, testing of Operational Proposals and all physical systems installed in the prison.		MOA Clause 11.4B
Prisoner Custody Officer training programme	Seven	Sch D 6.3
PCO certification procedures, including procedures to remove certification	Eleven	MOA Clause 24 Sch D 6.2.1
Available and Additional Prisoner Place positive assurance and reporting procedures	Eleven	Sch D 6.5
Performance Measurement and Reporting procedures	Six	Sch F
Fire Safety policy, strategy and procedures	Nine	Sch D 3.10
Health and Safety policy, strategy and procedures	Nine	Sch D 3.11
Health Services policies, procedures and protocols	Nine	Sch D 4.7
Equal opportunities and diversity policy and procedures	Nine	Sch D 4.15
Inclusion strategy	Ten	Sch D 5.2 & 5.12
Prisoner core day and activity timetables	Four	Sch D 5.3
Violence reduction strategy	Nine	Sch D 3.2 & 3.3
Anti-bullying strategy	Nine	Sch D 3.2 & 3.3
Minimising self-harm strategy	Eight	Sch D 3.3 & 4.7
Incentives and Earned Privileges policy and procedures	Five	Sch D 4.14
Cell certification, including removal and reinstatement procedures	Eleven	MOA Clause 20



<b>Operational Proposals</b>	<b><u>Minimum</u> number of months before the Contractual Opening Date that the Operational Proposals will be submitted to the Authority</b>	<b>Contract Reference</b>
Procedures for the provision of additional prisoner places	Eleven	Sch D 1.5
Procedures for the provision of secure video and audio link facilities	Nine	Sch D 2.7
Separation and Care procedures	Nine	Sch D 3.6
Use of force policy	Eight	Sch D 3.7
Public protection strategy, including child protection procedures	Seven	Sch D 3.12
Reception procedures, including procedures on the lawful custody of prisoners	Seven	Sch D 4.2 & 4.3
Prisoner discharge procedures	Eight	Sch D 4.4
Visits policy and procedures, including accumulated, inter-prison and closed visits	Seven	Sch D 4.13
Parole and early discretionary release procedures	Eight	Sch D 1.8.2 & 5.12.11
Procedures to ensure liaison and co-operation with outside agencies for implementation of Management of Offenders (Scotland) legislation	Seven	Sch D 1.7
Duty Manager role description	Twelve	Sch D 2.1.3
Prisoner supervision system arrangements	Eight	Sch D 2.2
Searching strategy and policy, including the management of contraband	Six	Sch D 2.3
Cell call system procedures	Nine	Sch D 2.4.8
Security procedures	Six	Sch D 2.1 & 2.4.12
Security intelligence procedures	Seven	Sch D 2.5
Escort and transfer procedures	Six	Sch D 2.6
Operational procedures following a death in custody	Eleven	Sch D 3.4
Adjudication procedures	Eleven	Sch D 3.5
Contingency Plans for a range of incidents which detail incident management arrangements:	Six	Sch D 3.8 & 3.9
Temporary release policy and procedures	Eight	Sch D 4.4
Prisoners' Handbook	Seven	Sch D 4.5.2
Health protection policy and procedures	Six	Sch D 4.6
Addiction strategy, including drug testing procedures and inreach support	Six	Sch D 4.8
Smoking policy	Four	Sch D 4.8.11
Prison catering procedures	Six	Sch D 4.11
Education service procedures, including teaching and learning policy, education assessment policy and education quality strategy	Six	Sch D 5.4

<b>Operational Proposals</b>	<b><u>Minimum</u> number of months before the Contractual Opening Date that the Operational Proposals will be submitted to the Authority</b>	<b>Contract Reference</b>
Library service procedures	Six	Sch D 5.5
Physical activity procedures	Six	Sch D 5.6
Prisoner training and work procedures	Six	Sch D 5.7
Procedures for delivery and evaluation of Offending Behaviour Programmes	Five	Sch D 5.8
Prisoner induction strategy and programme	Nine	Sch D 5.9
Prisoner support and guidance policy	Six	Sch D 5.10
Prisoner recreation activity programme and policy	Five	Sch D 5.11
Integrated case management procedures	Seven	Sch D 5.12
Recording procedures	Six	Sch D 6.4
Requests and grievance procedures	Eight	Sch D 4.16
Quality assurance procedures and programme	Six	Sch D 6.5
Procedures for providing the Controller with access to required information and also for dealing with Controller requests for information	Ten	MOA Clauses 26.2 & 33
Procedures for the secure storage and dispensing of controlled drugs	Six	Sch D 4.7.6
Procedures for the control of prisoners' property and monies, including volumetric control, cell clearances, storage and recording, and the disposal of unauthorised items	Nine	Sch D 4.9
Policy and procedures on prisoner communications and correspondence, including telephone procedures	Ten	Sch D 4.12
Prisoner pay procedures	Five	
Information management procedures	Ten	Sch D 3.13
SPIN data input procedures	Ten	Sch D 3.13
Prisoner shop arrangements	Four	Sch D 4.10
Prison cleaning schedule	Four	N/A
Arrangements for religious observance and pastoral care	Four	Sch D 5.13



## **SCHEDULE H**

This Schedule not used in the contract



## **SCHEDULE I**

### **NAMED REPRESENTATIVES OF THE AUTHORITY/CONTRACTOR**

**This is Schedule I to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design Construction, Management and Financing of a Prison at Addiewell.**

**NAMED REPRESENTATIVES OF AUTHORITY/CONTRACTOR**

**Part 1 – Named Representatives of the Authority**

The following shall be the Named Representative of Authority:

The Director of Finance and Business Services  
Scottish Prison Service  
5 Redheughs Rigg  
Edinburgh  
EH12 9HW

**Part 2 – Named Representatives of the Contractor**

The following shall be the Named Representative of the Contractor:

The Managing Director  
Addiewell Prison Limited  
Capital House  
25 Chapel Street  
London  
NW1 5DH



## **SCHEDULE J**

This Schedule not used in the contract



## **SCHEDULE K**

### **LETTER TO HEALTH AND SAFETY EXECUTIVE**

**This is Schedule K to the Minute of Agreement between the Scottish Ministers and  
Addiewell Prison Limited dated 20 June 2006 for the Design, Construction,  
Management and Financing of a Prison at Addiewell**

**LETTER TO HEALTH AND SAFETY EXECUTIVE**

[On Letterhead of Contractor]

David Cassells Esq  
HM Principal Inspector of Factories  
Health and Safety Executive  
Belford House  
59 Belford Road  
EDINBURGH  
EH4 3UE

Dear Sir

**CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 1994**  
*NEW PRISON AT ADDIEWELL*

We, Addiewell Prison Limited, declare that we will act as the client for the purpose of the Regulations referred to above in connection with the construction of the prison at Addiewell, the address of which is as follows:

Station Road  
Addiewell  
West Lothian  
EH55 8QA

Documents may be served on Addiewell Prison Limited at the following address:

Capital House  
25 Chapel Street  
London  
NW1 5DS

Yours faithfully

Signed by Tony Leech, Deputy Managing Director  
For and on behalf of Addiewell Prison Limited





## **SCHEDULE L**

### **COMPLIANCE MONITORING**

**This is Schedule L to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

## **CONTENTS**

### **PART 1: COMPLIANCE MONITORING**

- 1. SCOPE OF SERVICES**
- 2. APPLICATION**
- 3. PROJECT QUALITY PLAN**

### **PART 2: DEMONSTRATION OF COMPLIANCE DURING DESIGN DEVELOPMENT AND CONSTRUCTION**

- 1. GENERAL REQUIREMENTS**
- 2. TEST OF REASONABLENESS**

### **PART 3: CONTRACTOR'S CHANGE PROCEDURE**

- 1. INTRODUCTION**
- 2. PROCEDURE**

*Annex 1*

*Annex 2*

**This is Schedule L to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**SCHEDULE L: PART 1**

**COMPLIANCE MONITORING**

**SCOPE OF SERVICES**

- 1.1 The Independent Engineer and his representatives will monitor the progress of the Works by all appropriate and necessary means, including (but not restricted to):
- monitoring the progress of the Contractor's design development, auditing the compliance of his designs and specifications against Schedule A and providing progress reports to the Authority;
  - observing and monitoring a reasonable number of sample mock-ups, fabrications, construction and installation works;
  - carrying out procedural audits, as required;
  - overseeing and auditing a sufficient sample of the Contractor's own quality assurance and project control systems and procedures to satisfy himself that the Works comply with Schedule A;
  - issuing Non-Compliance Notes and overseeing the resolution of these, as set out in this Schedule L;
  - monitoring (but not conducting) the commissioning of components of the Works; and
  - during the commissioning stage, receiving the results of all tests on a daily basis and monitoring the records in order to ascertain that the commissioning is in accordance with parameters established in Schedule A.
- 1.2 The Independent Engineer has no authority to vary Schedule A. However, the Independent Engineer will facilitate the Authority's review of changes under the procedure set out in Part 3 of this Schedule L. The Independent Engineer will also monitor the progress of the Project with respect to the Contractor's programme and advise the Authority of the anticipated Actual Opening Date.

1.3 The Contractor shall provide all necessary information and documentation to the Independent Engineer to enable him to discharge his responsibilities and duties. This information includes, but is not limited to, the following:

- a copy of the master programme for the Works;
- a copy of the weekly or similar detailed programmes showing when the Contractor intends to carry out key activities, whether off or on site;
- a list of relevant meetings and copies of minutes, as required;
- copies of construction-issue drawings, schedules and specifications prepared for the Works, sufficient to demonstrate compliance with Schedule A and all other provisions of the Contract;
- unhindered access to non-commercial correspondence, designs, drawings, documents register, technical and audit reports, consents, certificates and specifications to a level necessary to allow the Independent Engineer to assess compliance;
- copies of all correspondence (dated both before and after the Date of Signature) relating to planning and building control matters;
- unhindered access to non-commercial documents concerning procurement schedules and orders placed, lists of main suppliers, and main and specialist sub-contractors working for the Construction Sub-contractor;
- unhindered access to all quality control and quality assurance records including procedures and method statements for the Works. The Independent Engineer may request extracts of the Contractor's method statements from these files;
- copies of all non-compliance reports generated by the Contractor and by the Construction Sub-contractor under the Construction Sub-contract;
- copies of commissioning reports;
- copies of drawings, maintenance and operating manuals and the other documentation as set out in Part 2 of Schedule M, together with any documentation which the Construction Sub-contractor performing design and building works for the Contractor will produce when handing over the Prison and the Site to the Contractor;
- a copy of the health and safety plan and access to safety reports;
- a copy of the project plan (which details how the Works shall be carried out), except the commercial section;
- a copy of the building snagging list prior to handover of the Prison to the Contractor;
- copies of the minutes of all progress meetings between the Construction Sub-contractor and its principal sub-contractors; and
- copies of monthly progress reports prepared by or on behalf of the Contractor for the lenders or other parties concerned with the Contract.

- 1.4 The Contractor shall, and shall ensure that the Construction Sub-contractor shall, attend such formally convened meetings with the Independent Engineer as the Independent Engineer may reasonably request. The Contractor shall give reasonable advance notice of all meetings between the Contractor and the Construction Sub-contractor and shall permit the Independent Engineer to attend all such meetings which concern the design and/or construction of the Prison.
- 1.5 The Independent Engineer shall act as the first channel of communication between the Authority and the Contractor on matters concerning design and construction of the Works.
- 1.6 The Contractor is responsible for delivering the Works and no approval or consent (whether express or implied) given or any comment made by or on behalf of the Authority or Independent Engineer during the course of their design and execution shall relieve the Contractor of such responsibility. However, the Independent Engineer will promptly bring to the attention of both the Authority and the Contractor any matters which may adversely affect the issue of the Engineer's Declaration. The Non-Compliance Note, in the form set out in Annex 2 to this Schedule L, shall be used by the Independent Engineer for this purpose. Within 7 days, the Contractor must acknowledge receipt of each such Non-Compliance Note and state the proposed remedial action, and thereafter take such remedial action as may be necessary to allow the timely issue of the Engineer's Declaration.

## **APPLICATION**

- 2.1 The procedure set out in Parts 2 and 3 of this Schedule L shall apply to all stages of the Works up to the Engineer's Declaration.

## **PROJECT QUALITY PLAN**

- 3.1 The Contractor will put in place project specific procedures tailored to suit the needs of this Contract, and in particular, the Engineer's Declaration. These will be embraced in the project quality plan and other appropriate management systems.
- 3.2 In addition to the Contractor's own internal needs, these procedures will include the following:
  - document approval to ensure that works are constructed and installed only after receipt of approved construction drawings;
  - change control that reflects the provisions of this Schedule L;
  - document security control that reflects the provisions of Schedule M, but will be embraced under this management system, to provide a secure framework for document transmittal between all parties to the Contract;
  - inspection and test plans sufficient to demonstrate that the quality of the constructed works meets the requirements and obligations set out in this Contract, and in particular, Schedule A;

- a non-conformance system which allows deficiencies and omissions in the constructed works to be rectified in an auditable manner; and
- the central compilation of record information in a registered format to support the application for the Engineer's Declaration.

### 3.3 Audit Trail

The Contractor shall keep records of all changes it proposes in terms of this Schedule L, together with the accompanying documentation (including drawings).

## **SCHEDULE L: PART 2**

### **DEMONSTRATION OF COMPLIANCE DURING DESIGN DEVELOPMENT AND CONSTRUCTION**

#### **1. GENERAL REQUIREMENTS**

- 1.1 The Contractor shall comply with the following requirements during the design and execution of the Works.
- 1.2 The Contractor shall carry out all necessary development of the design of the Works contained in Schedule A, but shall ensure that (subject to Part 3 of this Schedule L), the design of the Works (and their execution):
- complies fully with all applicable Legislation and any requirements of any Relevant Authority;
  - complies fully with Schedule A and all other provisions of the Contract; and
  - does not adversely affect the ability of the Contractor to comply with the provisions of Schedule D or any other provision of the Contract.
- 1.3 The Contractor shall obtain any consents or permissions from any Relevant Authority which are necessary to comply with any Legislation or the requirements of that Relevant Authority. Where the requirements of any Legislation or any Relevant Authority are in conflict with any provision of Schedule A, the Contractor shall (subject to the terms of Clauses 35, 35A and 36 and Part 3 of this Schedule L) design and execute the Works in accordance with such Legislation or the requirements of the Relevant Authority, but shall depart from the provisions of Schedule A to the Contract only to the minimum extent necessary to do so, and shall seek to obtain any consent or permission from any Relevant Authority in such terms as require the least possible departure from the requirements of Schedule A.
- 1.4 In this Schedule L, "Design Development" means the development of the design of the Works set out in Schedule A.
- 1.5 The Contractor shall submit to the Independent Engineer copies of all drawings, designs, plans and specifications:
- that detail all significant changes within Design Development (but not minor changes); or
  - that detail changes that do not fall into the definition of Design Development (and which therefore constitute a Contractor's Change (as defined in Paragraph 1.2 of Part 3 of this Schedule L)) to be dealt with in accordance with Part 3 of this Schedule L.

In each case, the Contractor shall be responsible for preparing a report in the form set out in Annex 1 to this Schedule L ("Contractor's Change Proposal") and submitting it to the Independent Engineer who shall forward a copy to the Authority.

- 1.6 The Contractor shall be responsible for determining whether a proposed change in Design Development is significant. Notwithstanding the Contractor's decision if, in the opinion of the Independent Engineer, the Contractor has failed to report formally any significant change in Design Development to the Independent Engineer, it may result in the Independent Engineer being unable to issue the Engineer's Declaration.
- 1.7 In the event that the Independent Engineer is of the view that any report submitted to him under paragraph 1.5 above details a proposal that is incorrectly categorised, he shall inform the Contractor as soon as reasonably practicable. Thereafter, the Independent Engineer will deal with the report submitted to him, either as a significant change within Design Development or as a Contractor's Change, as the Independent Engineer deems to be appropriate. In the event that the Independent Engineer considers that any aspect of a design change submitted to him as Design Development does, in fact, fall within the category of Contractor's Change, he will notify the Authority. In addition, he may also issue a Non-Compliance Note (in the form set out in Annex 2 to this Schedule L). Within 7 days, the Contractor must acknowledge receipt of each such Non-Compliance Note and state the proposed remedial action, and thereafter take such remedial action as may be necessary to allow the timely issue of the Engineer's Declaration.
- 1.8 The Contractor shall ensure that no part of the Works based on any drawing, design, plan or specification submitted under terms of paragraph 1.5 are executed until the Independent Engineer has determined whether they are correctly classified as Design Development and has confirmed that he has no objections to the Works proceeding. Such decision by the Independent Engineer shall be given within 14 days of receipt of the Contractor's Change Proposal and all relevant documentation.
- 1.9 For the avoidance of doubt, it is hereby expressly declared that the Engineer's Declaration may be withheld in the event that in the development of the design the Contractor does not comply in any material respect with the procedures in Part 2 of this Schedule L.
- 1.10 The Non-Compliance Note will also be used by the Independent Engineer to notify the Contractor of any Works that come to the attention of the Independent Engineer where such Works may result in the Engineer's Declaration being withheld.
- 1.11 The Contractor, the Independent Engineer, the Construction Sub-contractor, the Operating Sub-contractor, the Senior Lender's technical adviser (if he so wishes) and a representative of the Authority (if it so wishes) will meet each month to review the status of Project compliance, with a view to resolving any outstanding compliance matters to prevent delay or future interpretation problems. All such meetings will be minuted by the Independent Engineer who shall distribute copies to the parties named in this paragraph 1.11.



## **2. TEST OF REASONABLENESS**

- 2.1 If, after a Non-Compliance Note has been issued, the Contractor notifies the Independent Engineer in writing that he disagrees with the issue of the Non-Compliance Note, the Independent Engineer and/or the Authority will test the proposed change (against the criteria of equivalent or improved level of Custodial Service) which may result from the execution of that part of the Works to which the Non-Compliance Note relates, and also the specified operational performance and durability of the Prison. Following such test, the Independent Engineer shall either formally notify the Contractor that the issue of that Non-Compliance Note shall no longer prejudice the Engineer's Declaration or confirm his earlier decision to the Contractor, giving reasons for such confirmation.

## **SCHEDULE L: PART 3**

### **CONTRACTOR'S CHANGE PROCEDURE**

#### **INTRODUCTION**

- 1.1 Part 3 of this Schedule L sets out the procedure for any changes to the drawings, designs, plans or specifications by the Contractor before the issue of the Engineer's Declaration which are categorised as Contractor's Changes.
- 1.2 For the avoidance of doubt, a Contractor's Change shall include:
- any proposed change which would result in the Works no longer complying with Schedule A or any other provision of the Contract;
  - any change that would affect the ability of the Contractor to comply with the provisions of Schedule D or any other provision of the Contract; and
  - a change to the location or composition of a secure line for any room, compartment of a building, building, or area (including the overall Prison perimeter), or a change to the locking or communications systems (including cell call and other alarms, fire alarms and smoke detectors, CCTV and movement sensors); and
  - a change required to ensure that the Contractor is able to comply with any Change in Law.

#### **2. PROCEDURE**

- 2.1 Without prejudice to the Contractor's obligations in terms of Part 2 of this Schedule L, the Contractor shall ensure that no part of the Works which may incorporate a Contractor's Change is carried out before all drawings, designs, plans and specifications showing the same as proposals are submitted to the Independent Engineer in accordance with Part 3 of this Schedule within such reasonable period prior to the execution of that part of the Works as may be necessary to enable the Independent Engineer to assess the proposed change and for the Authority to give its approval or otherwise. The Contractor shall not incorporate any proposed Contractor's Change into the Works unless it receives the approval of the Authority in accordance with paragraph 2.4 below. For the avoidance of doubt, it is hereby expressly declared that if the Contractor does incorporate the Contractor's Change into the Works without the said approval it shall do so at its own risk and on the understanding that the Engineer's Declaration shall be withheld in the event that a Contractor's Change is implemented other than in accordance with the procedure laid down in Part 3 of this Schedule L until such time as the Contractor has either undone the relevant part of the Works to which the Contractor's Change relates or has retrospectively obtained the Authority's approval of the Contractor's Change in accordance with paragraph 2 of Part 3 of this Schedule L.

- 2.2 Where the Contractor wishes to propose a Contractor's Change, the Contractor shall make a written application to the Authority in the form of the Contractor's Change Proposal set out in Annex 1 to this Schedule L. The written application shall include the following information relating to the Contractor's Change:
- the reasons why the Contractor considers the Contractor's Change is necessary or desirable;
  - where the Contractor's Change will delay completion of the Works, the Contractor's reasonable estimate of the likely length of the delay; and
  - such other information as is reasonably required by the Independent Engineer or the Authority for a sufficient understanding of the Contractor's Change proposed.
- 2.3 Notwithstanding that the written application referred to in this paragraph 2 is a written application to the Authority, the Contractor shall direct the written application to the Independent Engineer for his attention. Receipt of the written application by the Independent Engineer shall constitute receipt of the written application by the Authority.
- 2.4 Subject to paragraphs 2.6 and 2.9, the Authority shall, within the following 14 days or, in the case of multiple applications, a reasonable period of receiving the Contractor's written application(s), provide a written response to the Contractor which shall either:
- approve the Contractor's Change;
  - request more information regarding the Contractor's Change; or
  - reject the proposed Contractor's Change and provide reasons for the rejection.
- 2.5 In the event that the Authority accepts any Contractor's Change, Schedule A shall be deemed amended accordingly and the Contractor shall implement the Contractor's Change within the Works.
- 2.6 The Authority may request such further information regarding the Contractor's Change as is reasonable in order for the Authority to understand and evaluate the Contractor's Change. In the event that it does so, the time period referred to in paragraph 2.4 above shall run from the date of receipt of the further information rather than the date of receipt of the application(s) as specified in that paragraph.
- 2.7 The Contractor will prepare a statement on the quality assurance systems and procedures to be adopted for design and construction to demonstrate that the Works will be executed in accordance with industry recognised quality assurance standards. In particular, this statement shall set out how the Contractor will control design approval to prevent non-approved construction work being undertaken on or off site.
- 2.8 Where a change to the Works is required to give effect to a Change in Law, the Authority may only reject the proposed Contractor's Change on the grounds that it does not agree with the Contractor's proposed method of complying with the Change in Law and shall give reasons for such rejection. Following any such rejection, the Parties shall negotiate in good faith an alternative change (to be reflected in an

amended Contractor's Change Proposal in the form set out in Annex 1 to this Schedule L) to ensure that the Contractor is able to comply with the Change in Law and all provisions of the Contract. The cost of introducing a change to the Works resulting from a Qualifying Change in Law (including any resulting variation in the Contract Price) shall be dealt with in accordance with Clause 36 of the Contract and to the extent not dealt with shall be borne by the Contractor.

**This is Annex 1 to Schedule L to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**HM PRISON AT ADDIEWELL**

**CONTRACTOR'S CHANGE PROPOSAL**

*(Sections 1 – 10 to be completed by Addiewell Prison Limited)*

<b>1. NOTICE NO:</b>		<b>2. DATE</b>	
<b>3. DRAWING/SPECIFICATION REFERENCES:</b>			
<b>4. TYPE OF CHANGE: this proposed change is either</b>		TICK ONE BOX ONLY	
a significant change within design development which satisfies the requirements of paragraph 1.4 of Part 2 of Schedule L; or			
a Contractor's Change, as defined in paragraph 1.2 of Part 3 of Schedule L.			
<b>5. RELEVANT DOCUMENTS APPENDED</b>			
-----			
-----			
-----			
<b>6. REASONS FOR CHANGE:</b>	Tick as appropriate	<b>REASONS FOR CHANGE (cont'd)</b>	Tick as appropriate
Practicability		Security	
Operational Need		Health and Safety	
Maintenance		Change in Law*	
Statutory Need		Authority Instruction*	
Other (please specify)		*Section 10 also to be completed	
<b>7. DETAILED REASON FOR CHANGE:</b>			

**HM PRISON AT ADDIEWELL  
CONTRACTOR'S CHANGE PROPOSAL (SIDE 2)**

<b>8. NOTICE NO (AS SIDE ONE):</b>
<b>9. IMPACT OF CHANGE (including estimate of any changes to the programme):</b>
<b>10. COST IMPACT (only to be completed if Reason for Change is a Qualifying Change in Law.)</b>
<b>11. We confirm the need for, and accuracy of, the change described above:</b>  for Addiewell Prison Ltd Signed ..... Name..... Date.....  for Interserve Project Services Ltd Signed ..... Name..... Date.....  for UK Detention Services Ltd Signed ..... Name..... Date.....
<b>For Authority use only</b>  Design Development – No Objection/Objection  Signed ..... Name..... for Whyte, Young, Green Date.....  Change to Schedule A – Approved/Not Approved  Signed ..... Name..... for Scottish Prison Service Date.....

**This is Annex 2 to Schedule L to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

NON-COMPLIANCE NOTE

(A)	(B) <b>Project: HMP PRISON AT ADDIEWELL</b>	<b>Note No:</b>
		<b>Date:</b>

**PART A: IDENTIFICATION OF PROBLEM** – *What has gone wrong? (to be completed by Independent Engineer)*

<b>Description of Problem:</b>		<b>Date Reported:</b>	
Issued by (Name):		Accepted by (Name):	
Signature:		Signature:	
Date:		Date:	

**PART B: RESPONSE** - *What do we do about it? (to be completed by Addiewell Prison Limited)*

**Underlying Cause:** *Why did it happen?*

**Proposed Action:** *How do we correct the problem and prevent it happening again?*

<b>Signature:</b>	<b>Name:</b>	<b>Date:</b>
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**PART C: FOLLOW UP** – *Has the problem been resolved? (To be completed by Independent Engineer)*

Problem Resolved (Yes/No):

Comments

<b>Signature:</b>	<b>Name:</b>	<b>Date:</b>
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## **SCHEDULE M**

### **CONTROL OF DOCUMENTATION**



**This is Schedule M to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**CONTENTS**

**PART 1: CONTROL OF DOCUMENTATION**

- 1. INTRODUCTION**
- 2. DOCUMENT MANAGEMENT SYSTEM**

**PART 2: ISSUE OF DOCUMENTATION TO THE AUTHORITY**

- 1. ISSUE OF DOCUMENTATION**
- 2. TABLE OF DOCUMENTATION TO BE ISSUED**

*Annex 1: Confidentiality Agreement*

**This is Schedule M to the Minute of Agreement between the Scottish Ministers and  
Addiewell Prison Limited dated 20 June 2006 for the Design, Construction,  
Management and Financing of a Prison at Addiewell.**

**SCHEDULE M: PART 1**

**CONTROL OF DOCUMENTATION**

**1. INTRODUCTION**

- 1.1 The conditions set out in this Schedule M apply to the performance of the Contract and shall be observed by the Contractor. Further, the Contractor shall ensure and procure that the Documentation (as hereinafter defined) is managed and controlled by its Sub-contractors and all other persons involved in any capacity in the design, construction, management or financing of the Prison in the manner set out in this Schedule M.
- 1.2 In this Schedule M: “Documentation” means any document or other material (including electronically prepared documents and other material) prepared by any person which relates to the design, construction, management or financing of the Prison (or any part thereof).

**2. DOCUMENT MANAGEMENT SYSTEM**

- 2.1 Documentation issued by or on behalf of the Contractor shall remain at all times the property of the Contractor and on completion of the design, construction, management or financing to which it relates, shall be returned to the Contractor.
- 2.2 The Contractor shall set up and ensure the operation of a system of security, control and monitoring of Documentation, the “Document Management System”, which shall include, at minimum:
- notification to all persons handling the Documentation of the requirements and procedures for maintaining security of the Documentation;
  - a requirement for all parties issued with Documentation to sign the Confidentiality Agreement in the form set out in Annex 1 to this Schedule M;
  - procedures for the secure issue, transportation (including electronic transmission) and storage of all Documentation in respect of any contract for the design, construction, management or financing of the Prison in relation to the performance of the Contract;
  - procedures for the secure archiving or, with the prior written approval of the Authority, the destruction and appropriate recording of any Documentation which is no longer required, has been superseded or is extra to the Contractor’s

requirements. Any documentation that the Authority has agreed may be destroyed shall be destroyed in a safe and secure manner. The Contractor shall certify to the Authority, in writing, that such destruction has been carried out;

- procedures for the immediate reporting to the Contractor by its Sub-contractors and their sub-contractors of any loss of documentation, stating details of the loss and what measures are being adopted to secure its recovery, and for prompt notification by the Contractor to the Authority of any such loss;
- provision at the Prison of secure facilities for storing Documentation; and
- arrangements for regularly reviewing the effectiveness of the Document Management System and ensuring compliance with this Schedule M.

2.3 The Contractor shall demonstrate to the Authority, no later than 14 days after the Date of Signature, the operation of its Document Management System and shall evidence compliance with the requirements of this Schedule M.

2.4 The Contractor shall ensure that its Sub-contractors impose a contractual obligation on their sub-contractors so that these sub-contractors operate a document management system which is equivalent to the provisions set out in this paragraph 2.

2.5 The Contractor shall agree an appropriate system to be implemented by West Lothian Council for the management of documentation relating to HMP Addiewell.

## **SCHEDULE M: PART 2**

### **ISSUE OF DOCUMENTATION TO THE AUTHORITY**

#### **1. ISSUE OF DOCUMENTATION**

- 1.1 The Documents listed in the following table shall be issued by the Contractor to the persons indicated. Documents designated for the Independent Engineer shall be issued by the Contractor in sufficient time to allow the Independent Engineer to discharge his duties and responsibilities under Schedule L to this Contract, and in any event not later than within 7 days of request by the Independent Engineer. In all other cases, Documentation shall be issued as soon as it becomes available but not later than one month after the Actual Opening Date.
- 1.2 Where changes to the Prison or any part of the same are subsequently made after the Actual Opening Date, these changes shall be recorded in an updated form of all relevant Documentation and the changes clearly identified on such Documentation. The Contractor shall issue the updated section of the Documentation to the Controller and the Authority as soon as they become available, but not later than one month after completion of the work arising from each change.

## 2. TABLE OF DOCUMENTATION TO BE ISSUED

DOCUMENT TYPE	ISSUE TO	PAPER COPIES	ELECTRONIC COPIES (CD ROM)
Construction Drawings and (on request) Fabrication Drawings	Independent Engineer	1 full size	1
	Authority (on request)	1 full size	1
As-Built Drawings	Authority (on request)	1 full size	1
Specifications	Independent Engineer	1 full size	1
	Authority	1 full size	1
Schedules for Fixtures, Fittings and Equipment etc	Independent Engineer	1 full size	1
	Authority	1 full size	1
Test Results	Independent Engineer	1 full size	N/A
Test Certificates/ Commissioning Reports	Independent Engineer	1 full size	1
	Authority	1 full size	1
Operational Plans	Controller	1 full size	1
	Authority	1 full size	1
Security Plans (including Locking Schedule)	Controller	1 full size	1
	Authority	1 full size	1
Health and Safety File	Independent Engineer	1 full size	1
	Authority (on request)	1 full size	1

**This is Annex 1 to Schedule M to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Limited dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**CONFIDENTIALITY AGREEMENT**

[Letterhead of Contractor]

[Date]

To [Sub-contractor]

Dear Sirs

**HM PRISON ADDIEWELL: CONFIDENTIALITY AGREEMENT**

In consideration of our disclosing, or arranging disclosure, of certain information or documentation to you relating to the above project, you hereby undertake to us, as follows:

1. you will keep all the information and documentation confidential and will not, without our prior written consent, disclose or reveal the information or any part thereof to any person;
2. you will not reproduce any document or part thereof comprised in the information without prior written consent;
3. if approval is given to reproduce an original document for issue to a third party, each and every copy of that document which is produced by you shall be entered into a log book or database by reference to a unique reference number adopted by you which shall incorporate the reference number on the confidentiality stamp of the original document. Before any documents are issued to third parties, you will enter into confidentiality agreements in the same or similar terms as are set out herein;
4. you will return all documents disclosed to you relating to the above project, and you will collect and thereafter return all documents (including copies of original documents) issued to third parties and a copy of the log book or entries on the database to us upon notification that your tender has not been successful, or upon completion of your sub-contract, whichever is the earlier; and

Would you please sign one copy of this letter, signifying your acceptance of its contents below and return the signed copy to us.

Yours faithfully

**[CONTRACTOR]**

I/We have read the contents of the letter to me/us dated [date] from [Contractor] headed "Confidentiality Agreement" and hereby accept the terms of the various undertakings set out therein:

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print name:** \_\_\_\_\_

**For and on behalf of:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Position Held:** \_\_\_\_\_



## **SCHEDULE N**

## **INSURANCE**



**This is Schedule N to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Ltd dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

## **INDEX TO SCHEDULE N**

### **PART 1**

- 1. CONTRACTORS' 'ALL RISKS' INSURANCE**
- 2. ADVANCED LOSS OF PROFITS/DELAY IN START UP INSURANCE**
- 3. CONSTRUCTION THIRD PARTY LIABILITY INSURANCE**

### **PART 2**

- 1. PROPERTY DAMAGE INSURANCE**
- 2. BUSINESS INTERRUPTION INSURANCE**
- 3. THIRD PARTY PUBLIC AND PRODUCTS LIABILITY INSURANCE**
- 4. MEDICAL MALPRACTICE INSURANCE**

### **PART 3**

#### **SECTION 1: CONSTRUCTION PHASE INSURANCE ENDORSEMENTS**

##### **SECTION I: DEFINITIONS**

##### **SECTION II**

- 2. SEPARATE POLICY**
- 3. INTEREST OF THE FINANCE PARTIES AND THE AUTHORITY**
- 4. LIABILITY FOR PREMIUM**
- 5. DISCLOSURE**

##### **SECTION III**

- 6. NON-VITIATION**
- 7. CANCELLATION**
- 8. CHANGES IN COVER**

##### **SECTION IV**

- 9. NOTICE OF CLAIMS**
- 10. CLAIM PAYMENTS/LOSS PAYEE**

**11. WAIVER OF SUBROGATION**

**12. PRIMARY INSURANCE**

**SECTION V**

**13. NOTICE**

**14. GOVERNING LAW AND JURISDICTION**

**SECTION 2: OPERATIONAL PHASE INSURANCE ENDORSEMENTS**

*SECTION I: DEFINITIONS*

**SECTION 3: MEDICAL MALPRACTICE INSURANCE ENDORSEMENTS**

*SECTION I: DEFINITIONS*

**PART 4: BROKER'S LETTER OF UNDERTAKING**

**PART 5: DEFINITIONS**

Redactions have been made to this Schedule N on the grounds that the information redacted is exempt from publication as its disclosure under the Freedom of Information (Scotland) Act 2002 would, or would be likely to, prejudice substantially the commercial interests of any person (including, without prejudice to that generality, a Scottish public authority). (33 (1)(b) of the Act refers.). The items where redactions have been made are marked \*.

## **SCHEDULE N INSURANCE**

### **PART 1**

Policies to be taken out by the Contractor and maintained from the Date of Signature until the Actual Opening Date

Common to each policy in Part 1 (unless stated otherwise):

#### **INSUREDS:**

1. The Authority: THE SCOTTISH MINISTERS, and their assignees and successors, and any other agency or Government body or department which has responsibility for prisons in Scotland
2. The Contractor: Addiewell Prison Limited
3. Construction Sub-contractor
4. Operating Sub-contractor
5. Construction sub-contractors of any tier
6. Senior Lender
7. Subordinated Lender
8. Consultants – for their site activities only  
each for their respective rights and interests in the Project

### **1. CONTRACTORS' 'ALL RISKS' INSURANCE**

#### **Insured Property**

The permanent and temporary works, materials, goods, plant and equipment for incorporation in the works (other than constructional plant, tools, accommodation and equipment belonging to or the responsibility of the Construction Sub-contractor or the Construction Sub-contractor's sub-contractors) and all other property used or for use in connection with works associated with the Project.

#### **Coverage**

"All Risks" of physical loss or damage to the Insured Property unless otherwise excluded.

## **Sum Insured**

At all times an amount not less than the full reinstatement or replacement value of the Insured Property, but not less than the value specified in the Construction Sub-contract plus provision to include extensions as appropriate.

## **Maximum Deductible**

£150,000 LEG 3/96, £25,000 in respect of water damage and £10,000 any one event all others.

## **Territorial Limits**

United Kingdom including off-site storage and during inland transit.

## **Period of Insurance**

From the Date of Signature until the Actual Opening Date and thereafter in respect of defects liability until expiry of the defects liability period specified in the Construction Sub-contract.

## **Cover Features and Extensions**

1. Terrorism (to the fullest extent available in the worldwide insurance market from time to time).
2. Munitions of war clause.
3. Additional costs of completion clause (£500,000 any one event, £1,000,000 aggregate in the policy period)
4. Professional fees; £1m limit in addition to the Sum Insured.
5. Debris removal and demolition clause; £2,500,000 limit.
6. 72 hour clause.
7. European Union local authorities clause.
8. Free issue materials clause.
9. Automatic increase clause (115%).
10. Automatic reinstatement of sum insured clause.
11. Loss minimisation (£250,000).
12. Expediting expenses; 25% per loss, £1,000,000 maximum.
13. Plans and documents clause; £100,000 limit.
14. Testing/commissioning period clause.

### **Principal Exclusions**

1. War and related perils (UK market agreed wording).
2. Nuclear/radioactive risks (UK market agreed wording).
3. Pressure waves caused by aircraft and other aerial devices travelling at sonic or supersonic speeds.
4. Wear, tear and gradual deterioration.
5. Consequential financial losses.
6. Cyber risks.
7. Inventory losses, fraud and employee dishonesty.
8. Design exclusion LEG 3/96.

## **2. ADVANCED LOSS OF PROFITS/DELAY IN START UP INSURANCE**

### **Insureds**

- 1) Contractor
  - 2) Senior Lender
  - 3) Subordinated Lender
- each for their respective rights and interests in the Project.

### **Indemnity**

In respect of:

1. loss of anticipated Revenue during at least the Minimum Indemnity Period arising from a delay in completion of the Project as a result of loss or damage covered under the Contractors' 'All Risks' Insurance effected in accordance with Item 1 of Part 1 of this Schedule N, including physical loss or damage which would be indemnifiable but for the application of any deductible;
2. the economic additional expenditure necessarily and reasonably incurred for the purpose of avoiding or reducing the loss of Revenue of the Contractor which without such expenditure would have taken place, during the Minimum Indemnity Period.

### **Sum Insured**

An amount sufficient to cover the sums the subject of the Indemnity for the Minimum Indemnity Period.

### **Maximum Excess**

60 days

### **Minimum Indemnity Period**

20 months

### **Period of Insurance**

As per the Contractors "All Risks" Insurance, excluding the defects liability period.

### **Cover Features and Extensions**

- 1) Denial of access (£500,000).
- 2) Utilities (£500,000 – deductible to be agreed).
- 3) Terrorism.
- 4) Automatic Reinstatement of sum insured.
- 5) Professional Fees.
- 6) Suppliers £1m limit.

### **Principal Exclusions**

- 1) The exclusions under the Contractors 'All Risks' Insurance, other than for consequential financial losses.
- 2) Delayed response by a public body or state authority.

## **3. CONSTRUCTION THIRD PARTY LIABILITY INSURANCE**

### **Interest**

To indemnify the insured in respect of all sums that they may become legally liable to pay (including claimants' costs and expenses) as damages in respect of accidental:

- a) death, or bodily injury, illness, death, disease contracted by any person;
- b) loss or damage to property;
- c) interference to property or any easement, right of air, light, water or the enjoyment or use thereof by obstruction, trespass, loss of amenities, nuisance or any like cause;

happening during the Period of Insurance and arising out of or in connection with the Project.

### **Limit of Indemnity**

Not less than £20,000,000 in respect of any one occurrence, the number of occurrences being unlimited, but in the aggregate in respect of pollution liability.

### **Maximum Deductible**

£5,000 for each and every occurrence of property damage. (Personal injury claims will be paid in full)

### **Territorial Limits**

UK and elsewhere in the world in respect of non manual visits

### **Third Party Claim Jurisdiction**

Worldwide excluding USA, Canada and Australia

### **Period of Insurance**

As per the Contractors 'All Risks' Insurance, including the defects liability period.

### **Cover Features and Extensions**

1. Munitions of war clause.
2. Cross liability clause.
3. Contingent motor liability.
4. Legal defence costs.
5. Full contractual liability.

### **Principal Exclusions**

1. Liability for death, illness, disease or bodily injury sustained by employees of the insured.
2. Liability arising out of the use of mechanically propelled vehicles whilst required to be compulsorily insured by legislation in respect of such vehicles.
3. Liability in respect of predetermined penalties or liquidated damages imposed under any contract entered into by the insured.
4. Liability in respect of loss or damage to property in the care, custody and control of the insured, but this exclusion is not to apply to all property belonging to the Authority which is in the care, custody and control of another Insured Party.
5. Events more properly covered under a professional indemnity policy.
6. Liability arising from the ownership, possession or use of any aircraft or marine vessel.
7. Liability arising from seepage and pollution unless caused by a sudden, unintended and unexpected occurrence.
8. Losses indemnified under the Contractors' 'All Risks' policy or Delay in Start Up policy.

**SCHEDULE N  
INSURANCE  
PART 2**

**Policies to be taken out by the Contractor and maintained during the Contract Period**  
Common to all policies in Part 2 (unless stated otherwise):

**Insureds**

1. The Authority: THE SCOTTISH MINISTERS, and their assignees and successors, and any other agency or Government body or department which has responsibility for prisons in Scotland
2. The Contractor: Addiewell Prison Limited
3. Operating Sub-contractor
4. Operating sub-subcontractors of any tier
5. Senior Lender
6. Subordinated Lender  
each for their respective rights and interests in the Project.

**1. PROPERTY DAMAGE INSURANCE**

**Insured Property**

The assets which are the property of the Contractor or for which the Contractor may be responsible.

**Coverage**

“All Risks” of physical loss or damage to the Insured Property from any cause not excluded, including machinery breakdown and computer breakdown in respect of appropriate equipment.

**Sum Insured**

At all times an amount not less than the total reinstatement or replacement value of the Insured Property plus provision to include other Principal Extensions as appropriate.

**Maximum Deductible**

Not to exceed £250,000 each and every loss arising as a result of riot, civil commotion, vandalism and malicious damage.

Not to exceed £50,000 all others.



Combined deductible limits with the Business Interruption Insurance in Section 2 of Part 2 of this Schedule N.

### **Territorial Limits**

Anywhere in the United Kingdom and elsewhere whilst in inland transit.

### **Period of Insurance**

From the Actual Opening Date or as otherwise specified in the Contract for the duration of the Contract and renewable on an annual basis unless agreed otherwise by the Parties.

### **Cover Features and Extensions**

1. Terrorism (to the fullest extent available in the worldwide insurance market from time to time).
2. Automatic reinstatement of sum insured subject to one reinstatement in respect of riot, civil commotion, vandalism, malicious damage, earth movement and flood.
3. Capital additions clause (£500,000).
4. 72 hour weather clause.
5. European Union local authority clause (£2,000,000).
6. Professional fees.
7. Machinery Breakdown (£250,000).
8. Debris removal clause (25% of damage payable or £5,000,000 whichever is greater).
9. Pollution and contamination to the Insured Property arising from an event which itself is not otherwise excluded. To include pollution or contamination resulting from accidental damage.
10. Repair/reinstatement basis of claims settlement with cash option for partial/non-reinstatement (cash option on an indemnity basis).
11. Waiver of insurers rights to claim under the Riotous Assemblies (Scotland) Act 1822.
12. Computer records reinstatement of data cover (£100,000).

## **Principal Exclusions**

1. War and related perils (UK market agreed wording).
2. Nuclear/radioactive risks (UK market agreed wording).
3. Pressure waves caused by aircraft and other aerial devices travelling at sonic or supersonic speeds.
4. Wear, tear and gradual deterioration.
5. Consequential financial losses.
6. Cyber risks.
7. Losses recoverable under the Contractors' 'All Risks' policy.

## **2. BUSINESS INTERRUPTION INSURANCE**

### **Insureds**

1. Contractor
  2. Senior Lender
  3. Subordinated Lender
- each for their respective rights and interests in the Project.

### **Indemnity**

In respect of:

1. loss of anticipated Revenue during at least the Minimum Indemnity Period arising from an interruption or interference in the operation of the Project as a result of loss or damage covered under Property Damage Insurance effected in accordance with Item 1 of Part 2 of this Schedule N including physical loss or damage which would be indemnifiable but for the application of any deductible;
2. the economic additional expenditure necessarily and reasonably incurred for the purpose of avoiding or reducing the loss of Revenue of the Contractor which without such expenditure would have taken place, during the Indemnity Period.

### **Sum Insured**

An amount sufficient to cover the sums the subject of the Indemnity for the Minimum Indemnity Period.

### **Maximum Excess**

Combined with the Maximum Deductible in the Property Damage Insurance in Section 1 of Part 2 of this Schedule N.

### **Minimum Indemnity Period**

20 months.

### **Period of Insurance**

From the Actual Opening Date for the duration of the Contract and renewable on an annual basis unless agreed otherwise.

### **Cover Features and Extensions**

- 1) Denial of access (£1,000,000 damage only perils).
- 2) Terrorism.
- 3) Utilities (£1,000,000).
- 4) Accountants Clause.
- 5) Automatic reinstatement of sum insured subject to one reinstatement in respect of riot, civil commotion, vandalism, malicious damage, earth movement and flood.
- 6) Machinery Breakdown (£500,000).
- 7) Communicable Diseases extension.
- 8) Suppliers extension; £1m limit.

### **Principal Exclusions**

1. Exclusions under the Property Damage Insurance, other than for consequential financial losses.
2. Delayed response by a public body or state authority.

## **3. THIRD PARTY PUBLIC AND PRODUCTS LIABILITY INSURANCE**

### **Interest**

To indemnify the insured in respect of all sums that they may become legally liable to pay (including claimants' costs and expenses) as damages in respect of accidental:

- 1) death, or bodily injury, illness, death, disease contracted by any person;
  - 2) loss or damage to property;
  - 3) interference to property or any easement, right of air, light, water or way of the enjoyment or use thereof by obstruction, trespass, loss of amenities, nuisance or any like cause;
- happening during the Period of Insurance and arising out of or in connection with the Project.

**Limit of Indemnity**

Not less than £50,000,000 in respect of any one occurrence, the number of occurrences being unlimited, but in the aggregate in respect of pollution and products liability.

**Maximum Deductible**

Not to exceed £5,000 each and every occurrence in respect of loss or damage to third party property. Personal injury claims will be paid in full.

**Territorial Limits**

UK and elsewhere in the world in respect of non manual visits.

**Third Party Claim Jurisdiction**

Worldwide excluding USA and Canada.

**Period of Insurance**

From the Actual Opening Date or as otherwise specified in the Contract for the duration of the Contract and renewable on an annual basis unless agreed otherwise.

**Cover Features and Extensions**

1. Munitions of War.
2. Cross liability clause.
3. Contingent motor.
4. Legal defence costs.
5. Full contractual liability.

**Principal Exclusions**

1. Liability for death, illness, disease or bodily injury sustained by employees of the insured.
2. Liability arising out of the use of mechanically propelled vehicles whilst required to be compulsorily insured by legislation in respect of such vehicles.
3. Liability in respect of predetermined penalties or liquidated damages imposed under any contract entered into by the insured.
4. Liability in respect of loss or damage to property in the care, custody and control of the insured but this exclusion is not to apply to all property

belonging to the Authority which is in the care, custody and control of another Insured Party.

5. Liability arising out of technical or professional advice (given for a fee) other than in respect of death or bodily injury to persons or damage to third party property.
6. Liability arising from the ownership, possession or use of any aircraft or marine vessel.
7. Liability arising from seepage and pollution unless caused by a sudden, unintended and unexpected occurrence.
8. Losses under the property damage policy or business interruption policy.

#### **4. MEDICAL MALPRACTICE INSURANCE**

##### **Interest**

Legal liability of the Insured to pay (including claimant's costs and expenses) damages in respect of medical malpractice in relation to medical practitioners and the provision of hospital, clinic and primary healthcare facilities of the Project insofar as these are the responsibility of the Contractor.

##### **Limit of Indemnity**

Not less than £5,000,000 in respect of any one occurrence and in the aggregate per policy period.

##### **Period of Insurance**

From the Actual Opening Date and maintained for a minimum of 12 years from the earlier of the Expiry Date and the Termination Date.

##### **Principal Extensions**

1. Good Samaritan acts.

##### **Permitted Exclusions**

1. Aids and Hepatitis A.
2. UK MDO Notifications.

##### **Maximum Deductible**

Not to exceed £5,000 in respect of each claim.

## **SCHEDULE N**

### **INSURANCE**

#### **PART 3**

#### **ENDORSEMENTS**

Unless the context otherwise requires defined terms set out in the following, endorsements shall have the meaning set out in the Contract. For each of the enclosed endorsements Sections 1-3, the Contractor shall ensure that the policies referred to in Parts 1 and 2 of Schedule N contain endorsements that are substantially the same as the endorsements set out in this Part 3 of Schedule N. Policies in Part 1 of this Schedule N should have Section 1 of this Part 3 of Schedule N endorsements applied to them, policies in Part 2 of this Schedule N should have Section 2 of this Part 3 of Schedule N endorsements applied to them, other than the Medical Malpractice Insurance in section 4 of Part 2 of this Schedule N to which the Section 3 of Part 3 of this Schedule N endorsements should apply.

#### **SECTION 1 - CONSTRUCTION PHASE INSURANCE ENDORSEMENTS**

Notwithstanding any other provision of this Policy, the following endorsement shall apply:

#### **SECTION I: DEFINITIONS**

**1.** In this endorsement:

**Authority** means: THE SCOTTISH MINISTERS, and their assignees and successors, and any other agency or Government body or department which has responsibility for prisons in Scotland.

**Contractor** means: Addiewell Prison Limited

**Insured** means those parties so described in the Policy Schedule;

**Insurers** means the insurer or insurers underwriting this insurance policy;

**Joint Insurance Account** \* means the account held in the joint names of the Contractor and the Authority with The Royal Bank of Scotland with account number and sort code .

#### **SECTION II: POLICY FORMATION / BASIS**

**2.** **SEPARATE POLICY**

All the provisions of this Policy (except for those relating to limits of liability) shall operate as if there were a separate policy covering each Insured. Accordingly, the liability of the Insurers under this Policy to any one of the Insured shall not be

conditional upon the due observance and fulfilment of any other Insured of the terms of this Policy and of any duties imposed upon it relating thereto and shall not be affected by any failure in such observance or fulfilment of any such other Insured.

### **3. INTEREST OF THE FINANCE PARTIES AND THE AUTHORITY**

- 3.1 The Insurers acknowledge that the Authority and (in respect of third party liabilities) their respective officers, directors, employees, secondees and assigns are each additional co-insureds under the sections of this Policy relating to material damage risks and public liability risks and that the premium specified in this Policy provides consideration for their being co-insured parties.

### **4. LIABILITY FOR PREMIUM**

The Authority shall not be liable for the payment of any premium under this Policy although they may choose to pay the premium. This shall not relieve The Contractor from its obligations to pay any premium under this Policy.

### **5. DISCLOSURE**

Non-disclosure or misrepresentation by one Insured shall not be attributable to any other Insured who did not actively participate in that non-disclosure or misrepresentation. Without prejudice to the protections afforded to the Insured by this endorsement, no one Insured represents or warrants the adequacy or accuracy of any information provided or representation made by or on behalf of any other Insured.

## **SECTION III: RIGHTS TO AVOID / CANCEL OR CHANGE POLICY TERMS**

### **6. NON-VITIATION**

- 6.1 The Insurers undertake to each Insured that the Policy will not be invalidated as regards the rights and interests of such Insured and that the Insurers will not seek to avoid any liability under this Policy because of any act, neglect, error or omission made by any other Insured, including any failure by any other Insured to disclose any material fact, circumstance or occurrence, any misrepresentation by any other Insured or any breach or non-fulfilment by any other Insured of any condition, warranty or provision contained in the policy.
- 6.2 The Insurers agree that no Insured shall be penalised or prejudiced in any way by any unintentional or inadvertent misrepresentation, non-disclosure, want of due diligence or breach of any declaration, terms, condition or warranty of this Policy (together "the Relevant Matter"), but that this shall not apply as regards the individual Insured responsible for the Relevant Matter if that Insured fails to notify the Insurers or the brokers through whom the Policy was placed as soon as reasonably practicable after the management or managers of that Insured become aware or are made aware of the Relevant Matter.

## **7. CANCELLATION**

- 7.1 The Insurers agree that they shall not seek to cancel or suspend the construction phases of this insurance except: (i) for non payment of premium; or (ii) where an insured party consistently fails to comply with Insurers' requirements relating to survey or loss control action points; or (iii) where an insured party is in breach of an applicable Joint Code of Practice (or equivalent).
- 7.2 The Insurers shall promptly notify the Authority in writing in the event of any:
- 7.2.1 suspension, cancellation, termination.
- 7.3 The Insurers shall promptly notify the Authority in writing of any default in the payment of premium and shall give the Facility Agent and the Authority at least 30 days notice in writing before voiding this Policy for non-payment of premium, in order to give an opportunity for that premium to be paid within the notice period.

## **8. CHANGES IN COVER**

The Insurers shall give the Authority at least 30 days notice in writing before any reduction in cover or increase in excess or deductible under this Policy takes effect. Nothing in this clause shall give the Insurers any right which they do not otherwise have to reduce cover or increase any excess or deductible under this Policy.

## **SECTION IV: CLAIMS**

### **9. NOTICE OF CLAIMS**

- 9.1 Notice of claim by the Authority or any other party entitled to indemnity under the Policy shall, in the absence of manifest error, be accepted by Insurers as a valid notification of claim on behalf of all other Insureds subject to the full terms of the Policy.

### **10. CLAIM PAYMENTS / LOSS PAYEE**

Payments made in accordance with this Clause 10 shall, to the extent of the payment, discharge the Insurers' liability to pay The Contractor or any other Insured:

- 10.1 In respect of the insurance under this Policy for material damage risks only;
- All claim payments over £125,000 or return premium shall be paid into the Joint Insurance Account.
- 10.2 In respect of the insurance under this Policy of public liability risks only;
- All claim payments in respect of a third party liability shall be paid to person(s) whose claim(s) constitute the risk or liability insured against except in the case where the Insured has properly discharged its liability to such person(s), in which case the claim payment shall be paid to the Insured who incurred the liability.

Any return premiums shall be paid to the The Contractor.



### 10.3 **Set-off**

Insurers may, at their discretion, deduct overdue unpaid premium from claims settlements but shall not set off or deduct premium that is not overdue or any other amounts payable by The Contractor under or in relation to the Policy.

## 11. **WAIVER OF SUBROGATION**

The Insurers waive all rights of subrogation howsoever arising which they may have or acquire against any Insured described within the appropriate Schedules arising out of any Occurrence in respect of which any claim is admitted and is insured hereunder for the benefit of such Insured except against any:

- (i) such Insured (or officer, director, employee, agent or assign) who has caused or contributed to such an occurrence or claim by fraud, deliberate misrepresentation, deliberate non-disclosure or deliberate breach of policy condition; or
- (ii) consultant or equivalent professional party to the extent that their professional errors, omissions or activities not covered by this Policy have caused or contributed to a loss covered under this Policy; or
- (iii) supplier or manufacturer to the extent that their errors, omissions or activities not covered by this Policy have caused or contributed to a loss covered under this Policy; or
- (iv) such Insured to the extent that they are entitled to recover in respect of a loss under cover falling within sub-clause 13(a)–(e) below (or would be so insured if cover in the terms set out in this Policy had not been taken out); or
- (v) in relation to losses paid under Sections 4 or 5 of the Policy (material damage - operational period; loss of revenue – services), any Insured who is not covered under those Sections.

## 12. **PRIMARY INSURANCE**

The Insurers agree that this insurance provides the primary cover for risks insured under this Policy. In the event that any risk insured under this Policy is also insured under any other policy of insurance effected by any Insured, the Insurers agree to indemnify the Insured as if such other policy of insurance did not exist except in respect of:

- (a) excess layers of third party cover effected specifically for this project;
- (b) any public liability claim against the Insured which exceeds the applicable limit of indemnity under this Policy, in which case the liability of the Insurers for additional legal costs and expenses shall be limited to the proportion that the applicable limit of indemnity bears to the total claim against the Insured;
- (c) any claim under this Policy to which a Marine 50/50 Clause applies;

- (d) any claim made under a Contingent Motor Liability extension to this Policy; or
  - (e) any claim relating to a loss which is insured against (or would be insured but for a double insurance provision or similar or the application of a deductible) under:
    - (i) any other policy specifically effected for the construction or operational phase(s) of this project; or
    - (ii) a latent or inherent defects policy or engineering or mechanical breakdown policy specifically effected for this project;
- or a related business interruption insurance policy.

## **SECTION V: MISCELLANEOUS**

### **13. NOTICE**

13.1 All notices or other communications under or in connection with the Policy will be given by fax and post. Any such notice given by Insurers will be deemed to be given on the earlier of:

13.1.1 if by fax, when transmitted but only if the sender's fax machine confirms successful transmission; and

13.1.2 if by post, within 2 business days of release from the relevant Insurer's office.

13.2 The address and fax number of the Authority for all notices under or in connection with the Policy are those notified from time to time by the Authority for this purpose to the insurance broker at the relevant time. The initial address and fax number of the Authority is as follows:

The Authority: The Scottish Prison Service

Address: SPS Headquarters, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW

Fax No: to be confirmed

Attention: Director of Finance and Business Services

### **14. GOVERNING LAW & JURISDICTION**

The Policy shall be governed and interpreted in accordance with English law.

This endorsement overrides any conflicting provision in this Policy.

## SECTION 2 – OPERATIONAL PHASE INSURANCE ENDORSEMENTS

This Section 2 applies to all policies required to be taken out by the Contractor under this Schedule N Insurance Part 2 other than the Medical Malpractice Insurance (Part 2 paragraph 4 of this Schedule N) unless the Medical Malpractice Insurance is specifically referenced below.

### Section I: Definitions

In this endorsement:

**Authority** means: THE SCOTTISH MINISTERS, and their assignees and successors, and any other agency or Government body or department which has responsibility for prisons in Scotland.

**Contractor** means: Addiewell Prison Limited

**Insured** means those parties so described in the Policy Schedule;

**Insurers** means the insurer or insurers underwriting this insurance policy;

**Joint Insurance Account** \* means the account held in the joint names of the Contractor and the Authority with The Royal Bank of Scotland with account number and sort code .

1. Subject to paragraph 3.2 below, the Insurers agrees to waive all rights of subrogation howsoever arising which they may have or acquire against the Authority arising out of any occurrence in respect of which a claim is admitted under the policy.
2. Each of the parties comprising the insured shall for the purpose of this policy be considered a separate co-insured entity, insured on a composite basis, with the words “the insured” applying to each as if they were separately and individually insured provided that the total liability of the Insurers under each section of this policy to the insured collectively shall not (unless this policy specifically permits otherwise) exceed the limit of indemnity or amount stated to be insured under that section of the policy. Accordingly:
3. The Insurers agree with the Authority that paragraphs 3.1 and 3.2 below shall take effect and be treated as a separate and distinct contract between the Insurers and the Authority.
  - 3.1 Each of the parties comprising the Insured shall for the purpose of this policy be considered a separate entity with the words "The Insured" applying to each as if they were separately and individually insured provided that the total liability of the Insurers under each section of this Policy to the Insured collectively shall not (unless the Policy specifically permits otherwise) exceed the Limit of Indemnity stated to be insured thereby.  
Accordingly the liability of the Insurers under this Policy to any one of the Insured shall not be conditional upon the due observance and fulfilment by any other Insured

of the terms of this Policy and of any duties imposed upon it relating thereto and shall not be affected by any failure in such observance of fulfilment by other such Insured.

3.2 For the avoidance of doubt it is agreed that a vitiating act committed by one insured shall not prejudice the right of indemnity of any other insured and who has not themselves committed the vitiating act.

3.3 The Insurers agrees that the policy will be primary to and not excess to (except in respect of layers of third party cover effected specifically for the Project) or contributing with any other insurance maintained by any Insured. The Insurers waives all rights of contribution against any other insurance effected by the Insured.

4. All recoveries hereunder shall be paid without any deduction or deductions whatsoever from the agreed claim figure as follows:

A) in respect of material damage risks, the insurer(s) agrees that:

(i) in respect of any claim in excess of £125,000, the payment thereof shall be made without deduction or set-off to the Joint Insurance Account.

(ii) in respect of any claim not exceeding £125,000, the payment thereof shall be made without deduction or set-off to the Contractor.

B) in respect of business interruption risks all settlements of claims shall be paid in full to the insured under that section of the policy as required.

c) in respect of third party and products liability risks, all settlements of claims in respect of a third party liability shall be paid to the relevant third party except in the case where the insured has properly discharged its liability to such person(s) then such payments shall be made directly to the relevant insured as appropriate.

5 This policy will only be cancelled for the following reasons;

- non-payment of premium
- non disclosure or misrepresentation
- breach or non fulfilment of condition, warranty or provision contained in the policy
- fraud or moral risk concerns
- market change caused by catastrophe loss or cover change
- insurer financial security or reinsurance support concerns

and the Authority shall be advised:

5.1 at least 90 days before any cancellation is to take effect and the cover provided by this Policy shall continue in force and unaltered for at least 30 days after written notice has been given to the Authority;

- 5.2 at least 90 days before any reduction in limits or coverage, any increase in deductibles; and
- 5.3 of any act or omission or of any event of which the Insurers has knowledge and which might invalidate or render unenforceable in whole or in part any Insurance, and any such cancellation, reduction, increase or other change shall not be effective until 60 days (or such lesser period as referred to above) after the issue of a notice to such effect to the Authority.
6. These endorsements override any conflicting provision or endorsement in this or any other policy of the Contractor.
7. The Insurers acknowledge that the premium specified in this Policy provides consideration for the inclusion of the Authority as Insured.

8. **COMMUNICATIONS**

All notices or other communications under or in connection with this policy shall be given to each insured (and the Authority) in writing or by facsimile. Any such notice will be deemed to be given as follows:

- (a) if in writing, when delivered
- (b) if by facsimile, when transmitted but only if, immediately after transmission, the sender's facsimile machine records a successful transmission has occurred.

The address and facsimile number of the Authority for all notices under or in connection with this policy are those notified from time to time by the Authority for this purpose to the Contractor at the relevant time. The initial address and facsimile number of the Authority are as follows:

The Authority: The Scottish Prison Service

Address: SPS Headquarters, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW

Fax No: to be confirmed

Attention: Director of Finance and Business Services

It is further agreed that a notice of claim given by the Authority or any other insured shall in the absence of any manifest error be accepted by the Insurers as a valid notification of a claim on behalf of all Insureds.

Insurers accept no liability as a result of failure in notification.

9. **RINGFENCING**

The level of any indemnity available to an insured party under this policy in relation to any claim(s) concerning the Project shall not be affected and/or reduced by any claim(s) unrelated to the Project.

10. **CLAIMS NEGOTIATION RIGHTS**

Notwithstanding any claim conditions contained herein the insurers agree that the Authority has the right to settle and negotiate any claims received from third parties subject to prior consultation with the Contractor and Insurers on any claim exceeding £10,000 (Adjusted) and provided that, where the exercise of this right by the Authority results in a settlement in excess of that which would otherwise have been payable in respect of any such claim, the Authority shall not be entitled to any indemnity from Insurers or the Contractor to the extent of such excess.

Notice of Claim by the Authority and any other party entitled to indemnity under this Policy shall in the absence of manifest error be accepted by Insurers as a valid claim on behalf of all Insureds subject to the full terms of the Policy.

### SECTION 3 – MEDICAL MALPRACTICE INSURANCE ENDORSEMENTS

This Section 3 only applies to the Medical Malpractice Insurance (Part 2 paragraph 4 of this Schedule N).

#### Section I: Definitions

In this endorsement:

**Authority** means: THE SCOTTISH MINISTERS, and their assignees and successors, and any other agency or Government body or department which has responsibility for prisons in Scotland.

**Contractor** means: Addiewell Prison Limited

**Insured** means those parties so described in the Policy Schedule;

**Insurers** means the insurer or insurers underwriting this insurance policy;

**Joint Insurance Account \*** means the account held in the joint names of the Contractor and the Authority with The Royal Bank of Scotland with account number and sort code .

1. Subject to paragraph 3.2 below, the Insurers agree to waive all rights of subrogation howsoever arising which they may have or acquire against the Authority arising out of any occurrence in respect of which a claim is admitted under the policy.
2. Each of the parties comprising the insured shall for the purpose of this policy be considered a separate co-insured entity, insured on a composite basis, with the words “the insured” applying to each as if they were separately and individually insured provided that the total liability of the insurer under each section of this policy to the insured collectively shall not (unless this policy specifically permits otherwise) exceed the limit of indemnity or amount stated to be insured under that section of the policy. Accordingly:
  - 2.1 For the avoidance of doubt it is agreed that a vitiating act committed by one insured shall not prejudice the right of indemnity of any other insured and who has not themselves committed the vitiating act.
  - 2.2 The Authority and their respective officers, directors, employees, servants, agents and assigns will (whether or not they are the Insured under the policy) in no circumstances be liable for the payment of any premium or to perform any other obligation owed to the Insurers but this will not relieve the Contractor from it’s obligation to pay any premium due under this policy. If any Insured owes any amounts to the Insurers (other than unpaid premiums), whether in connection with the policy or any other policy underwritten by the Insurers, the Insurers waive any right they may have to set off or counter claim against and agree not to deduct any such amount from any insurance proceeds payable under the policy to the Authority as loss payee or as co-insured.

3. This policy is subject to 90 days notice of cancellation by insurers, unless for the non-payment of the premium following a 60 day period from the inception or renewal date, upon such non-payment the policy will be void.

The insurers shall advise the insured at least 30 days before any such cancellation is to take effect

4. **COMMUNICATIONS**

All notices or other communications under or in connection with this policy shall be given to each insured (and the Authority) in writing or by facsimile. Any such notice will be deemed to be given as follows:

- (a) if in writing, when delivered
- (b) if by facsimile, when transmitted but only if, immediately after transmission, the sender's facsimile machine records a successful transmission has occurred.

The address and facsimile number of the Authority for all notices under or in connection with this policy are those notified from time to time by the Authority for this purpose to the Contractor at the relevant time. The initial address and facsimile number of the Authority are as follows:

The Authority: The Scottish Prison Service

Address: SPS Headquarters, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW

Fax No: to be confirmed

Attention: Director of Finance and Business Services

It is further agreed that a notice of claim given by the Authority or any other insured shall in the absence of any manifest error be accepted by the insurer as a valid notification of a claim on behalf of all Insureds.



## **SCHEDULE N**

### **INSURANCE**

#### **PART 4**

##### **Broker's Letter of Undertaking**

To: The Authority  
Dear Sirs

Agreement dated 20 June 2006 entered into between Addiewell Prison Limited (the "Contractor") and THE SCOTTISH MINISTERS, and their assignees and successors, and any other agency or Government body or department which has responsibility for prisons in Scotland (the "Authority") (the "Agreement")

We refer to the Agreement. Unless the context otherwise requires, terms defined in the Agreement shall have the same meaning in this letter.

We act as insurance broker to the Contractor in respect of the insurances (which are defined in clause 55 and schedule N of the Agreement attached hereto as Appendix A) evidenced by the cover notes attached hereto as Appendix B ("Required Insurances") and in that capacity we confirm that the Required Insurances:

where appropriate name you and such other persons as are required to be named pursuant to the Agreement for their respective interests;

are, to the best of our knowledge and belief (after making all reasonable enquiries), as at today's date, in full force and effect; and that

all premiums due as at today's date in respect of the Required Insurances are paid and the Required Insurances are, to the best of our knowledge and belief, placed with insurers which, as at the time of placement, are reputable and financially sound. We do not, however, make any representations regarding such insurers' current or future solvency or ability to pay claims; and that

the endorsements set out in Part 3 to Schedule N of the Agreement attached hereto as Appendix C are to the best of our knowledge and belief after making all reasonable enquiries as at today's date in full force and effect.

We further confirm that the cover notes attached hereto as Appendix B confirm this position.

Pursuant to instructions received from the Contractor and in consideration of your approving our appointment or continuing appointment as brokers in connection with the Required Insurances, we hereby undertake in respect of the interests of the Authority in relation to the

## **Required Insurances:**

### **Notification Obligations**

to notify you at least 30 (thirty) days prior to the expiry of any of the Required Insurances if we have not received instructions from the Contractor to negotiate renewal and in the event of our receiving instructions to renew, to advise you as soon as reasonably practicable, and in any event within 3 working days, of the details thereof;

to notify you at least 30 (thirty) days prior to ceasing to act as brokers to the Contractor unless, due to circumstances beyond our control, we are unable to do so in which case we shall notify you as soon as reasonably practicable and in any event within 3 working days; and

to pay into the Joint Insurance Account without set off or deduction of any kind or for any reason, all payments in respect of claims received by us from insurers in relation to the Required Insurances specified in Clause 55.2 of the Agreement attached hereto as Appendix D.

### **Advisory Obligations**

to notify you as soon as reasonably practicable, and in any event within 3 working days, of any default in the payment of any premium by the Contractor to us for any of the Required Insurances;

to notify you if any insurer cancels or gives notification of cancellation of any of the Required Insurances, at least 30 (thirty) days before such cancellation is to take effect or as soon as reasonably practicable in the event that notification of cancellation takes place less than 30 (thirty) days before it is to take effect;

to notify you as soon as reasonably practicable of any act or omission, breach or default of the Contractor of which those of our employees directly involved with the placement or administration of the Relevant Insurances becomes actually aware in their capacity as brokers to the Contractor which acting reasonably they consider may invalidate or render unenforceable in whole or in part any of the Required Insurances or which may otherwise materially impact on the extent of cover provided under the Required Insurances; and

in accordance with our duty to the Contractor, to advise the Contractor of its duties of disclosure to insurers including:

the types of facts, circumstances and beliefs that should generally be disclosed to insurers; and

the obligation not to misrepresent any facts, matters or beliefs to insurers.

## **Disclosure Obligations**

subject to the prior written consent of the Contractor (and we undertake to notify you as soon as reasonably practicable if such consent is withheld) to disclose to insurers all information made available to those of our employees directly involved with the placement of the Relevant Insurances in their capacity as brokers to the Contractor and any fact, change of circumstances or occurrence made known to such employees which in our reasonable opinion is material to the risks insured against under the Required Insurances and which properly should be disclosed to insurers (in accordance with the Contractor's duty of disclosure to insurers) as soon as practicable after we are in receipt of such information; and become aware of such information, fact, change of circumstance or occurrence whether prior to inception or renewal or otherwise ; and

to treat as confidential all information so marked or otherwise stated to be confidential and supplied to us by or on behalf of the Contractor or the Authority and not to disclose such information, without the prior written consent of the supplier, to any third party other than those persons who, in our reasonable opinion have a need to have access to such information from time to time, and for the purpose of disclosure to the insurers or their agents in respect of the Required Insurances in discharge of our obligation set out at clause 4.3.1 of this letter. Our obligations of confidentiality shall not conflict with our duties owed to the Contractor and shall not apply to disclosure required by an order of a court of competent jurisdiction, or pursuant to any applicable law, governmental or regulatory authority having the force of law or to information which is in the public domain.

## **Administrative Obligations**

to hold copies of all documents relating to or evidencing the Required Insurances, including but without prejudice to the generality of the foregoing, insurance slips, contracts, policies, endorsements and copies of all documents evidencing renewal of the Required Insurances, payment of premiums and presentation and receipt of claims;

subject to our lien over the Policies for premiums and/or commissions due, to supply to the Authority and/or its insurance advisers (or the Authority's authorised representatives) as soon as reasonably practicable, on written request copies of the documents set out in clause 4.4.1 of this letter, and to the extent available, to make available to such persons as soon as reasonably practicable, upon the Authority's request the originals of such documents;

to administer the payment of premiums due pursuant to the Required Insurances such that, in so far as we hold appropriate cleared funds from the Contractor, all such premiums shall be paid to insurers in accordance with the terms of the Required Insurances;

to administer the payment of claims from insurers in respect of the Insurances (the "Insurance Claims") including:

negotiating settlement of Insurance Claims presented in respect of the Required Insurances;

collating and presenting all information required by insurers in relation to Insurance Claims presented in respect of the Required Insurances, and

insofar as it is relevant and practicable, liaising with and reporting to each Authority throughout the settlement, payment and administration of such Insurance Claims. (Broker to ensure this section 4.4.4 complies with claims procedure agreed with Insured before signing letter)

to advise the Authority as soon as reasonably practicable upon receipt of notice of any material changes from the Contractor which we are instructed to make in the terms of the Required Insurances and which, if effected, in our reasonable opinion as insurance brokers would result in any material reduction in limits or coverage or in any material increase in deductibles, exclusions or exceptions; and

to advise the Authority in advance, to the extent we are actually aware of in advance, of any material change to the terms of, or any lapse, non-renewal and/or cancellation of Required Insurances.

### **Insurance Cost Reporting Procedures**

to prepare following request, at the expense of the Contractor, a Joint Insurance Cost Report on behalf of both the Contractor and the Authority in accordance with the Insurance Review Procedure as set forth in Clause 55.5 of the Agreement attached hereto as Appendix E. We shall ensure that the information in the Joint Insurance Cost Report is fairly represented, based on the information available to us.

### **Notification Details**

Our obligations at clause 4 of this letter to notify or inform you shall be discharged by providing the requisite information in hard copy to:

The Authority: The Scottish Prison Service

Address: SPS Headquarters, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW

Attention: Director of Finance and Business Services

The undertakings given and obligations set out in this letter are given subject to any liability we may incur to you arising out of or in connection with this letter whether in contract, tort (including but not limited to negligence) or otherwise being limited in aggregate to £5,000,000.

All liability we may incur to you, whether in contract, tort (including but not limited to negligence) or otherwise for loss of profit, loss of savings, loss of opportunity or any indirect or consequential loss is hereby expressly excluded.

No limit of liability shall apply in the case of death or personal injury caused by our negligence, or in respect of any loss caused by our fraud.

The undertakings given and obligations set out in this letter are given subject to insurers right to cancel the Relevant Insurances, are given solely in our capacity as broker to the Contractor, relate only to the Relevant Insurances and are subject to our continuing appointment as broker to the Contractor. Following termination of such appointment, we are, for the avoidance of doubt and without prejudice to your accrued rights, released from all our ongoing obligations set out in this letter.

You may not rely on any advice which we have given to the Contractor and we do not represent in this letter and in our capacity as insurance brokers to the Contractor that any of the Relevant Insurances are suitable or sufficient to meet your needs and you must take steps and advice of your own as you consider necessary in order to protect your own position.

In the event that this letter is disclosed to any third party, any and all liability howsoever arising to such third party is hereby expressly excluded to the extent permitted in law.

No person, except you, has any rights arising out of this letter under the Contract (Rights of Third Parties) Act 1999.

This letter shall be governed by and construed in all respects in accordance with the laws of England and Wales.

This letter is given by us at the request of the Contractor and with the Contractor's full knowledge and consent as to its terms, who confirms that we are authorised to give and comply with the undertakings and acknowledges that compliance with the undertakings may be in conflict with the interests of the Contractor, as evidenced by the Contractor's signature below.

Yours faithfully

-----  
For and on behalf of [Contractor's broker]

Accepted for and on behalf of the Contractor

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## **PART 5**

### **DEFINITIONS**

**(As applicable to section 2 of Parts 1 and 2 of this Schedule)**

**“Revenue”** is defined as the projected Unavoidable Fixed Costs and Senior Debt Service Costs of the Contractor.

**“Senior Debt Service Costs”** shall mean interest, hedging and debt service costs incurred in respect of the Senior Financing Agreements less

- (a) sums which are in arrears;
- (b) all sums reserved by the Contractor and which the Contractor is entitled to use to make such payments, without breaching the Senior Financing Agreements.

**“Unavoidable Fixed Costs”** should mean the fixed costs incurred by the Contractor which first fall due for payment by the Contractor during the period of indemnity but excluding:-

- (a) costs which could have reasonably been mitigated or avoided by the Contractor;
- (b) payments to the Contractor’s Associated Companies;
- (c) payments which are not entirely at arm’s length;
- (d) payments to holders of equity in the Contractor, subordinated debt holders and any other financing costs other than Senior Debt Service Costs;
- (e) indirect losses suffered or allegedly suffered by any person;
- (f) fines, penalties or damages for unlawful acts, breaches of contract or other legal obligations;
- (g) payments the Contractor can recover under contract or in respect of which the Contractor has a remedy against another person in respect of the same liability;
- (h) payments to the extent that the Contractor has available to it:
  - i. reserves which the Contractor can draw upon without breaching the Senior Financing Agreements;
  - ii. standby or contingent facilities or funds of Senior Debt or equity which the Contractor is entitled to have available;
- (i) payments representing any profits of the Project (to the extent not already excluded in (e) above);

Provided that, for the sake of clarification and notwithstanding anything to the contrary above, Unavoidable Fixed Costs shall be deemed to include any amounts;

- (i) payable in respect of insurance effected and maintained by the Contractor; or
- (ii) due to the Operating Sub-contractor or Construction Sub-contractor under the Operating Sub-contract or the Construction Sub-contract respectively, provided that such agreements are consistent with terms that have been entered into in the ordinary course of business and on reasonable commercial terms.



## **SCHEDULE P**

**Schedule not used in this contract**





## **SCHEDULE Q**

### **LIST OF FINANCING AGREEMENTS**

**This is Schedule Q to the Minute of Agreement between the Scottish Ministers and Addiewell Prison Ltd dated 20 June 2006 for the Design, Construction, Management and Financing of a Prison at Addiewell.**

**LIST OF FINANCING AGREEMENTS**

<b>ID</b>	<b>DOCUMENT</b>	<b>PARTIES</b>
1.	Credit Agreement	(1) The Royal Bank of Scotland plc; (2) Addiewell Prison Limited
2.	Borrower Floating Charge	(1) Addiewell Prison Limited; (2) The Royal Bank of Scotland plc
3.	Holdco Floating Charge	(1) Addiewell Prison (Holdings) Limited; (2) The Royal Bank of Scotland plc;
4.	Borrower Assignment in Security	(1) Addiewell Prison Limited; (2) The Royal Bank of Scotland plc;
5.	Holdco Assignment in Security	(1) Addiewell Prison (Holdings) Limited; (2) The Royal Bank of Scotland plc;
6.	Share Pledge	(1) Addiewell Prison (Holdings) Limited; (2) The Royal Bank of Scotland plc;
7.	Charges Over Documents	(1) Addiewell Prison Limited; (2) Addiewell Prison (Holdings) Limited (3) The Royal Bank of Scotland plc
8.	Accounts Charge	(1) Addiewell Prison Limited; (2) The Royal Bank of Scotland plc
9.	Accounts Agreement	(1) Addiewell Prison Limited; (2) The Royal Bank of Scotland plc; (3) Addiewell Prison (Holdings) Limited

ID	DOCUMENT	PARTIES
10.	Intercreditor Agreement	(1) Addiewell Prison Limited; (2) Addiewell Prison (Holdings) Limited; (3) The Royal Bank of Scotland plc; (4) Royal Bank Project Investments Limited; (5) Sodexo Investment Services Limited; (6) Interserve PFI 2005 Limited
11.	Hedging Agreement	(1) Addiewell Prison Limited; (2) The Royal Bank of Scotland plc
12.	Annual Fee Letter	(1) Addiewell Prison Limited (2) The Royal Bank of Scotland plc
13.	Arrangement Fee Letter	(1) Addiewell Prison Limited (2) The Royal Bank of Scotland plc
14.	Structuring Fee Letter	(1) Addiewell Prison Limited (2) The Royal Bank of Scotland plc
15.	The Direct Agreement	(1) The Scottish Ministers; (2) The Royal Bank of Scotland plc; (3) Addiewell Prison Limited
16.	Operating Sub-contract Direct Agreement	(1) UK Detention Services Limited; (2) The Royal Bank of Scotland plc
17.	Construction Sub-contract Direct Agreement	(1) Interserve Project Services Limited; (2) The Royal Bank of Scotland plc
18.	Standard Security	(1) Addiewell Prison Limited; (2) The Royal Bank of Scotland plc



LEASE

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between

THE SCOTTISH MINISTERS ("the Authority") (who and whose successors and assignees are hereinafter referred to as "the Landlord")

and

ADDIEWELL PRISON LIMITED, registered in Scotland No SC291454 and having its registered office at 35 North Canal Bank Street, Glasgow G4 9XQ ("the Contractor") (who and, in substitution and not so as to imply or require joint and several liability, whose permitted successors and assignees are hereinafter referred to as "the Tenant")

**1. DEFINITION**

In this Lease the following words and expressions shall have the following meanings ascribed to them:

"Date of Entry" the date of execution hereto

"Date of Expiry" 11 December 2033

"Minute of Agreement" means the agreement between the Authority and the Contractor dated of even date herewith pursuant to which the Authority and the Contractor have agreed the terms on which the Contractor will design, construct, manage, maintain and finance a prison at

Addiewell on the Premises, as same may be amended from time to time;

“the Plan” means the plan annexed to this Lease

“the Premises” means those subjects shown delineated and outlined in red on the Plan and more particularly described in the Schedule annexed and signed as relative hereto

## **2. INTERPRETATION**

In this Lease:-

- 2.1 Headings and sub-headings are for ease of reference only and shall not be taken into consideration in the interpretation or construction of this Lease.
- 2.2 All references to any clause, sub-clause or schedule without further designation shall be construed as a reference to the clause, sub-clause or schedule to this Lease so numbered
- 2.3 Words incorporating the singular shall include the plural and words incorporating the masculine gender shall include the feminine gender and vice versa.

## **3. PURPOSE OF THIS LEASE**

The Authority and the Contractor have entered into the Minute of Agreement in terms of which the Landlord and the Tenant are to enter into this Lease.

## **4. THE GRANT**

- 4.1 The Landlord in consideration of the rent and other prestations hereinafter specified and the undertaking of the Tenant to carry out its obligations under the Minute of Agreement hereby leases to the Tenant (but excluding assignees legal or conventional and sub-tenants except as hereinafter provided) the Premises and that for the period, subject to clause 4.2, from the Date of Entry to the Date of Expiry.
- 4.2 The Landlord and the Tenant agree that the Landlord and the Tenant may terminate this Lease prior to the Date of Expiry, but only in conjunction with a valid termination of the Minute of Agreement, by serving written notice to that effect on the other party.

- 4.3 There are reserved to the Landlord rights to access and occupation of the Premises (i) for the purpose of exercising the Landlord's statutory rights or duties (including but not limited to those under Section 111 of the Criminal Justice & Public Order Act 1994) and (ii) in order to exercise the rights in favour of the Landlord as provided for in the Minute of Agreement or as otherwise agreed by the Landlord and the Tenant from time to time.

## **5. RENT**

The rent shall be £1 per annum payable on the Date of Entry and each anniversary thereof if asked only.

## **6. USE**

The Premises shall be used only for the purpose exercising the Contractor's rights and implementing the Contractor's obligations to the Authority under the Minute of Agreement, and such other use or uses as may be agreed between the Landlord and the Tenant.

## **7. TENANT'S OBLIGATIONS**

Under this Lease the Tenant is obliged, following the Date of Entry, to design, construct, manage, maintain and finance a prison on the Premises in accordance with the provisions of the Minute of Agreement.

## **8. ALIENATION**

- 8.1 The Tenant will not at any time assign, charge, sub-let or otherwise in any way or for any purpose dispose of or deal with the Tenant's interest in the whole of or any part of the Premises except as permitted in terms of the Minute of Agreement or otherwise agreed between the Landlord and the Tenant.

- 8.2 The Tenant will not at any time part with or share possession or occupation of the whole or any part of the Premises (other than in accordance with the normal use of the Premises as a prison) except as permitted in terms of the Minute of Agreement or otherwise agreed between the Landlord and the Tenant.

## **9. REMOVAL**

On expiry or earlier termination of this Lease howsoever determined the Tenant shall, and shall ensure and procure that any of the contractor(s) with which it is sharing occupation or any of their sub-contractor(s) flit and remove from the possession and use of the Premises in accordance with the provisions of the Minute of Agreement or as otherwise agreed between the Landlord and the Tenant.

## **10. SUITABILITY OF THE PREMISES**

The Tenant accepts the Premises as in tenantable condition and in all respects fit for the purpose for which they are let. The Landlord gives no warranty or undertaking of any nature as to the condition of the Premises or that the Premises are suitable or sufficient for the purposes referred to in clause 3 of this Lease and shall have no liability of whatsoever nature to the Tenant in respect of any costs, expenses or losses sustained by the Tenant by or through any contamination, defect, failing, inadequacy or insufficiency in or on or affecting the Premises except as provided for in the Minute of Agreement or otherwise as agreed between the Landlord and the Tenant. Further, the Landlord shall not be obliged to carry out any maintenance, repair, renewal or other works of any kind whatsoever to or in respect of the Premises or the Prison and shall have no responsibilities in respect of the Premises or the Prison, whether implied at common law or otherwise except as provided for in the Minute of Agreement or as otherwise agreed between the Landlord and the Tenant.

## **11. LANDLORDS WARRANTY**

The Landlord grants warrandice.

## **12. NOTICES**

12.1 Any Notice required or permitted to be given or served by the Landlord in terms of this Lease shall be sufficiently given if it is sent by recorded or registered post addressed to the Tenant at its registered office. Such Notice shall be deemed to have been given on the second business day after the letter containing same was posted and to prove that any Notice was so given or served, it shall be necessary to prove only that the same was properly addressed and posted as aforesaid

12.2 Any Notice required or permitted to be given or served by the Tenant in terms of this Lease shall be sufficiently given if it is sent by recorded or registered post addressed to The Director of Finance and Business Services, Scottish Prison Service, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW or to such other person as the Landlord may from time to time nominate by notice in writing to the Tenant for so long as the Scottish Ministers are the Landlord and in the case of another Landlord to its principal or head office or if the Landlord is a company to its registered office.



Such Notice shall be deemed to have been given on the second business day after the letter containing same was posted and to prove that any Notice was so given or served, it shall be necessary to prove only that the same was properly addressed and posted as aforesaid.

**13. LEASE TO CONTINUE**

Notwithstanding any rule of law to the contrary, this Lease shall not be terminated or suspended on account of damage to or destruction of the Premises by any cause but will continue in full force and effect in every respect, except as provided for in the Minute of Agreement or as otherwise agreed between the Landlord and the Tenant.

**14. EXCLUSION OF LANDLORD'S RIGHT TO IRRITATE**

Notwithstanding any rule of law to the contrary, the Landlord shall have no right whatsoever to irritate this Lease.

**15. REGISTRATION**

The Landlord and the Tenant consent to registration of this Lease for preservation: IN WITNESS WHEREOF this and the preceding four pages together with the Schedule and Plan annexed and executed as relative hereto are executed all together at Edinburgh on 20 June 2006 as follows:

**SUBSCRIBED** for and behalf of **THE SCOTTISH MINISTERS** by

.....AUTHORISED  
SIGNATORY

.....FULL NAME

BEFORE THIS WITNESS

.....WITNESS

.....FULL NAME

.....ADDRESS

**SUBSCRIBED** for and behalf of the said **ADDIEWELL PRISON LIMITED** by

.....DIRECTOR/SECRETARY

.....FULL NAME

BEFORE THIS WITNESS

.....WITNESS

.....FULL NAME

.....ADDRESS

This is the Schedule referred to in the foregoing Lease between

The Scottish Ministers and Addiewell Prison Limited

The Premises comprise:

Those subjects shown delineated and outlined in red on the Plan which form part of the subjects at Station Road, Addiewell, West Lothian registered in the Land Register of Scotland under Title Numbers MID75271 and MID86464, together with all rights, servitudes, parts, privileges, pertinents, covenants, restrictions and stipulations of whatsoever nature granted in favour of or conferred upon the said subjects or the occupier thereof by the titles affecting the said subjects.

LEASE

between

THE SCOTTISH MINISTERS

and

ADDIEWELL PRISON LIMITED

2006



## **DIRECT AGREEMENT**

**The Scottish Ministers**  
as Authority

**The Royal Bank Of Scotland Plc**  
as Agent

**Addiewell Prison Limited**  
as Contractor

20 June 2006

## **CONTENTS**

- 1. INTERPRETATION**
- 2. CONSENT TO SECURITY**
- 3. NOTICE OF TERMINATION AND EXISTING LIABILITIES**
- 4. NO LIQUID MARKET**
- 5. REMEDIAL ACTION**
- 6. REPRESENTATIVE**
- 7. STEP-IN PERIOD/TERMINATION**
- 8. STEP-OUT**
- 9. NOVATION**
- 10. INSURANCE PROCEEDS**
- 11. MISCELLANEOUS**
- 12. ASSIGNATION**
- 13. WAIVER**
- 14. NOTICES**
- 15. GOVERNING LAW**

## DIRECT AGREEMENT

among

- (1) **THE SCOTTISH MINISTERS**, acting through the Scottish Prison Service, Calton House, 5 Redheughs Rigg, Edinburgh EH12 9HW or such other Agency or other organisational unit of the Scottish Executive as they may from time to time nominate (the **Authority**);
- (2) **THE ROYAL BANK OF SCOTLAND PLC**, a company incorporated under the Companies Act (Registered Number SC090312) and having its registered office at 36 St Andrew Square, Edinburgh, EH2 2YB (the **“Agent”**); and
- (3) **ADDIEWELL PRISON LIMITED**, a company incorporated under the Companies Acts (Registered Number SC291454) and having its registered office at 35 North Canal Bank Street, Glasgow G4 9XQ (the **Contractor**).

It is agreed as follows:

### 1. INTERPRETATION

- 1.1 In this Agreement, unless the context otherwise requires;

<b>Additional Permitted Borrowing</b>	has the meaning given to it in the Contract.
<b>Additional Prisoner Place</b>	has the meaning given to it in the Contract.
<b>Affiliate</b>	has the meaning given to it in the Contract.
<b>Agreed Remedy Plan</b>	means a plan agreed by the Agent and the Authority pursuant to Clause 5.4.
<b>Appointed Representative</b>	means a Representative that has assumed the Contractor’s rights under the Contract under Clause 6.1.
<b>Available Prisoner Place</b>	has the meaning given to it in the Contract.
<b>Business Day</b>	has the meaning given to it in the Contract.
<b>Contract</b>	means the Minute of Agreement for the design, construction, management and financing of a prison at Addiewell, West Lothian dated on or about the date of this Agreement.
<b>Contractor Default</b>	has the meaning given to it in the Contract.
<b>Collateral Agreement</b>	means, the collateral agreement dated on or about the date of this Agreement between the Collateral

Agreement Counterparty and the Authority.

<b>Collateral Agreement Counterparty</b>	means, Interserve Project Services Limited (Company Number 00303359) having its registered office at 395 George Road, Erdington, Birmingham B23 7RZ.
<b>Credit Agreement</b>	means, the Addiewell Prison Project credit agreement dated on or about the date of this Agreement among the Contractor, The Royal Bank of Scotland plc as Arranger, Agent, Security Trustee, Account Bank and Hedging Provider and the financial institutions referred to therein as Term Lenders, Equity Bridge Lenders, Change in Law Lenders and Working Capital Lenders.
<b>Distribution</b>	has the meaning given to it in the Contract.
<b>Event of Default</b>	has the meaning given to it in the Credit Agreement.
<b>Facility Period</b>	has the meaning given in the Credit Agreement.
<b>Fair Value</b>	has the meaning given to it in the Contract.
<b>Final Payment Date</b>	means the last day of the Facility Period.
<b>Funder Collateral Agreement</b>	means, the direct agreement dated on or about the date of this Agreement among the Agent, the Collateral Agreement Counterparty, the Contractor and Interserve plc.
<b>Holdco</b>	means Addiewell Prison (Holdings) Limited (Company Number SC291481) having its registered office at 35 North Canal Bank Street, Glasgow G4 9XQ.
<b>Joint Insurance Account</b>	has the meaning given to it in the Contract.
<b>Liquid Market</b>	has the meaning given to it in the Contract.
<b>No Liquid Market Notice</b>	means a notice issued pursuant to Clause 4.1.
<b>Notice of Intention</b>	means a notice delivered pursuant to Clause 5.2.
<b>Novation Date</b>	means the date on which any transfer under Clause 9.1 becomes effective.
<b>Outstanding Liabilities Notice</b>	means a notice delivered pursuant to Clause 3.2.



<b>Performance Point</b>	has the meaning given to it in the Contract.
<b>Project</b>	has the meaning given to it in the Contract.
<b>Proposed Remedy Plan</b>	means a plan proposed by the Agent under Clause 5.4.
<b>Rectification Notice</b>	has the meaning given to it in the Contract.
<b>Representative</b>	means <ul style="list-style-type: none"> <li>(a) the Agent, any Senior Lender and/or any of their Affiliates;</li> <li>(b) an administrative receiver, receiver or receiver and manager of the Contractor appointed under the Security Documents;</li> <li>(c) an administrator of the Contractor;</li> <li>(d) a person directly or indirectly owned or controlled by the Agent and/or any Senior Lender(s); or</li> <li>(e) any other person approved by the Authority (such approval not to be unreasonably withheld or delayed).</li> </ul>
<b>Required Period</b>	means, subject to Clause 4 (No Liquid Market), the period starting on the date of a Termination Notice and: <ul style="list-style-type: none"> <li>(a) during the construction phase ending 90 days later; and</li> <li>(b) during the operating phase ending 75 days later.</li> </ul>
<b>Security Documents</b>	means the Borrower Assignment in Security entered into pursuant to the Credit Agreement on or around the date hereof.
<b>Senior Lenders</b>	has the meaning given to it in the Contract.
<b>Senior Lenders' Technical Adviser</b>	means Currie & Brown or such other firm as the Senior Lenders may from time to time appoint.
<b>Senior Financing Agreements</b>	has the meaning given to it in the Contract.
<b>Step-In Date</b>	means the date on which the Agent takes any

action under Clause 6.1.

**Step–In Period**

means the period from the Step–In Date up to and including the earlier of:

- (a) the Step–Out Date;
- (b) the date of any transfer under Clause 9;
- (c) the date of any termination for breach under Clause 7; and
- (d) the date of expiry of the Contract.

**Step–Out Date**

means the date falling 30 days after the date of the notice given under Clause 8 (Step–Out).

**Suitable Substitute Contractor**

means a person approved by the Authority pursuant to Clause 9.2 as:

- (a) having the legal capacity, power and authority to become a party to and perform the obligations of the Contractor under the Contract; and
- (b) employing persons having the appropriate qualifications, experience and technical competence and having the resources available to it (including committed financial resources and sub-contracts) which are sufficient to enable it to perform the obligations of the Contractor under the Contract.

**Termination Notice**

means a notice given by the Authority to the Agent under Clause 3.1.

1.2 In this Agreement unless the context otherwise requires:

1.2.1 the singular includes the plural and vice-versa;

1.2.2 a reference in this Agreement to any Clause is, except where it is expressly stated to the contrary, a reference to such Clause of this Agreement;

1.2.3 any reference to this Agreement or to any other document shall include any permitted variation, amendment, or supplement to such document;

1.2.4 a reference to a person includes firms, partnerships and corporations and their successors and permitted assignees or transferees.

## **2. CONSENT TO SECURITY**

2.1 The Authority acknowledges notice of, and consents to, the security interest granted over the Contractor's rights under the Contract effected by the Contractor in favour of the Senior Lenders under the Security Documents but not, for the avoidance of doubt, to any assignation of the Contract or transfer of shares on enforcement of the Security Documents to the extent the same would constitute a Contractor Default under or otherwise be prohibited by the terms of the Contract.

2.2 The Authority confirms that it has not prior to its execution of this Agreement received notice of any other security interest granted over the Contractor's rights under the Contract.

## **3. NOTICE OF TERMINATION AND EXISTING LIABILITIES**

The Authority shall not terminate the Contract for Contractor Default without giving to the Agent:

3.1 prior written notice stating:

3.1.1 the date proposed for termination of the Contract being a date falling on or after the expiry of the Required Period; and

3.1.2 the grounds for termination in reasonable detail, and

3.2 not later than the date falling 30 days after the date of a Termination Notice or (if earlier) the date falling 30 days after the date on which the Agent informs the Authority in writing that an Event of Default has occurred, a notice containing details of any amount owed by the Contractor to the Authority, and any other existing liabilities or unperformed obligations of which the Authority is aware (having made reasonable enquiry):

3.2.1 at the time of the issue of the Termination Notice or receipt of the notification of an Event of Default; and/or

3.2.2 which will fall due on or prior to the end of the Required Period, under the Contract (the Required Period, in the case of such a notice being issued pursuant to receipt of notice of an Event of Default being construed as if references in the definition of Required Period to the date of a Termination Notice were to the date of receipt of such notice of Event of Default).

The Authority shall provide the Agent with a copy of any termination notice and/or any Rectification Notice and/or any notice referred to in paragraph (p) of the definition of

Contractor Default that it serves on the Contractor under the Contract at the same time as it serves any such notice under the Contract.

#### **4. NO LIQUID MARKET**

- 4.1 At any time during the Required Period the Agent may issue a written notice (the “No Liquid Market Notice”) to the Authority setting out the reasons why the Agent does not believe that a Liquid Market exists.
- 4.2 On or before the date falling 14 days after the date on which a No Liquid Market Notice is received by the Authority, the Authority shall notify the Agent of its opinion as to whether or not a Liquid Market exists. Where the Authority believes that a Liquid Market does exist, such notice shall set out the reasons for the Authority's belief. If the parties do not agree whether or not a Liquid Market exists, then either party may refer the dispute to be determined in accordance with Clause 76 (Dispute Resolution) of the Contract as if references therein to the Contractor were to the Agent.
- 4.3 If the parties agree or it is determined in accordance with Clause 76 (Dispute Resolution) of the Contract that no Liquid Market exists, the Contract shall automatically terminate and the provisions of Clause 45.3 (No Retendering Procedure) of the Contract shall apply.
- 4.4 If any dispute relating to this Clause 4 is determined under Clause 76 (Dispute Resolution) of the Contract, the Required Period shall be extended by the period of time spent determining such dispute under Clause 76 (Dispute Resolution) of the Contract.

#### **5. REMEDIAL ACTION**

- 5.1 Notwithstanding the issue of a Termination Notice, receipt of a notice of Event of Default or any other provision of this Agreement the Authority shall be entitled:
- 5.1.1 during the Required Period and prior to the occurrence of Step In Date and/or Novation Date; and
- 5.1.2 during the Step In Period, upon a failure to implement the Agreed Remedy Plan or a failure to perform obligations arising under the Contract (as amended by the Agreed Remedy Plan) during the Step In Period in each case to the extent the same materially and adversely affects the carrying out of the Works or performance of the Services,

to assume control and management and/or provision of the Services or any of them as agent on behalf of the Contractor subject to the provisions of Clauses 38.9, 38.10, 38.11 and 38.13 of the Contract as if such assumption by the Authority was an exercise of its rights under Clause 38.7 of the Contract.

- 5.2 The Agent shall, as soon as is practicable but in any event no later than 3 Business Days following receipt of an Outstanding Liabilities Notice, deliver to the Authority a notice (a **Notice of Intention**) stating whether it is the Agent's then current intention to exercise its rights pursuant to Clause 6 or Clause 9.
- 5.3 If a Notice of Intention states that it is not the Agent's intention to exercise its rights pursuant to Clause 6 or Clause 9 or a Notice of Intention is not received by the Authority within the time period prescribed by Clause 5.2 the Authority shall be entitled to terminate the Contract with immediate effect by written notice to the Agent and the Contractor.
- 5.4 If a Notice of Intention states that it is the Agent's then current intention to exercise its rights pursuant to Clause 6 or Clause 9 then the Agent shall within 14 days of service of the Notice of Intention deliver a plan (the **Proposed Remedy Plan**) setting out in reasonable detail its proposals, including all relevant timescales, for remedy of the unperformed obligations of the Contractor notified pursuant to the Outstanding Liabilities Notice and thereafter the Agent and the Authority shall consult together in good faith to agree any revisions required to the Proposed Remedy Plan (such Proposed Remedy Plan as revised in accordance with this Clause 5.4 being the **Agreed Remedy Plan**).
- 5.5 Without prejudice to the other provisions of this Agreement the Authority and the Agent shall consult together in good faith during the Required Period and the Step In Period with a view to agreeing appropriate measures to deal with emergency situations in relation to the Project.

## **6. REPRESENTATIVE**

- 6.1 Without prejudice to the Agent's rights under the Security Documents, at any time:
- 6.1.1 during which an Event of Default is subsisting (whether or not a Termination Notice has been served but if a Termination Notice has then been served not other than during the Required Period relating to such Termination Notice); or
- 6.1.2 during the Required Period,

provided that there is then an Agreed Remedy Plan the Agent may procure that a Representative assumes, jointly and severally with the Contractor, all of the Contractor's rights under the Contract.

- 6.2 The Agent shall give the Authority not less than 10 days prior notice of any action to be taken by it referred to in this Clause 6 and of the identity of the Representative.

## 7. STEP-IN PERIOD/TERMINATION

7.1 Without prejudice to Clause 3 (**Notice of Termination and Existing Liabilities**), but subject to Clause 7.2 below, the Authority shall not terminate the Contract during the Step-In Period on grounds:

7.1.1 that the Agent has taken any action referred to in Clause 6 (Representative) or, subject to Clause 2.1, enforced any Security Document(s); or

7.1.2 arising prior to the Step-In Date of which the Authority is aware (having made reasonable enquiry and whether or not continuing at the Step-In Date); or

7.1.3 arising solely in relation to the Contractor,

unless, in the case of Clause 7.1.2 above:

(A) the grounds arose prior to the Actual Opening Date and the Engineer's Declaration has not been obtained on or before the date falling 3 months after the date on which the Authority would have been entitled to terminate the Contract as a result of the Contractor having failed to obtain the Engineer's Declaration on or before the date falling 7 months after the Contractual Opening Date; or

(B) the grounds arose on or after the Actual Opening Date, and neither the Appointed Representative nor the Contractor is using all reasonable endeavours (including implementation of any remedial programme) to remedy any breach of the Contract that:

(1) arose prior to the Step-In Date; and

(2) is continuing (and capable of remedy); and

(3) would have entitled the Authority to terminate the Contract.

7.2 The Authority shall be entitled to terminate the Contract:

7.2.1 for a reason other than Contractor Default in accordance with the terms of the Contract;

7.2.2 for Contractor Default on the date provided for in Clause 3.1.1 without the Step-In Date having occurred

7.2.3 by written notice to the Contractor and the Appointed Representative:

7.2.3.1 if any amount referred to in Clause 3.2.1 above has not been paid to the Authority on or before the Step-In Date;

- 7.2.3.2 if any amount referred to in Clause 3.2.2 has not been paid on or before the last day of the Required Period;
- 7.2.3.3 if amounts, of which the Authority was not aware (having made reasonable enquiry) at the time of the Outstanding Liabilities Notice, subsequently become payable and are not discharged on or before the date falling 30 days after the date on which the liability for these amounts is notified to the Agent;
- 7.2.3.4 if the Appointed Representative fails to implement the Agreed Remedy Plan in accordance with its terms; or
- 7.2.3.5 on grounds arising after the Step-In Date in accordance with the terms of the Contract provided that for the purposes of determining whether termination rights arose under the Contract, any accrued Performance Points and/or notices served under Clause 39 (Persistent Breach) and any failures to provide Available Prisoner Places that arose prior to the Step-In Date shall not be taken into account during the Step-In Period but shall be taken into account after the Step-Out Date.

7.3 The Authority shall deal with the Appointed Representative and not the Contractor during the Step-In Period.

## 8. STEP-OUT

8.1 The Appointed Representative will, on 30 days' prior written notice from the Agent or the Appointed Representative to the Authority, be released from all of its obligations and liabilities to the Authority under the Contract arising prior to the Step-Out Date and rights of the Appointed Representative against the Authority will be cancelled.

8.2 The Contractor shall continue to be bound by the terms of the Contract, notwithstanding the occurrence of the Step-Out Date.

## 9. NOVATION

9.1 Without prejudice to Clause 7 and subject to Clause 9.2, at any time:

9.1.1 during which an Event of Default is subsisting; or

9.1.2 during the Step-In Period,

the Agent may give notice on behalf of the Senior Lenders (a **Proposed Novation Notice**) to the Authority that it wishes another person to assume by way of novation

all the rights and obligations of the Contractor under the Contract (a **Proposed Substitute**). The Proposed Novation Notice shall specify a date on which such assumption is proposed to be effective (the **Novation Effective Date**) provided that such date shall not be less than 30 days after the date of the Proposed Novation Notice.

- 9.2 The Authority shall notify the Agent as to whether the Proposed Substitute is a Suitable Substitute Contractor, on or before the date falling 30 days after the date of receipt of all information reasonably required by the Authority to decide whether the proposed transferee is a Suitable Substitute Contractor.
- 9.3 The Authority shall not unreasonably withhold or delay its decision on whether the Proposed Substitute is a Suitable Substitute Contractor.
- 9.4 Upon it being agreed or determined pursuant to Clause 9.3 that a Proposed Substitute is a Suitable Substitute Contractor, the Agent may procure the transfer of the Contractor's rights and liabilities under the Contract to such Suitable Substitute Contractor.
- 9.5 Subject to Clause 9.6, on any transfer referred to in Clause 9.4 becoming effective:
  - 9.5.1 the Contractor shall be released from any obligations arising under or in connection with the Contract from that date and the new Contractor shall become liable for obligations arising on or after that date;
  - 9.5.2 for the purposes of Clause 38 of the Contract only and with effect from the date of such transfer
    - 9.5.2.1 any failures to provide Available Prisoner Places prior to the date of such transfer shall be disregarded for the purposes of sub-paragraphs (k), (l) and (m) of the definition of Contractor Default;
    - 9.5.2.2 any failures to provide Additional Prisoner Places prior to the date of such transfer shall be disregarded for the purposes of sub-paragraph (m) of the definition of Contractor Default;
    - 9.5.2.3 any Performance Points accrued prior to the date of transfer shall be disregarded for the purposes of Contractor Default;
    - 9.5.2.4 any warning notices in respect of Clause 39 (Persistent Breach) of the Contract accrued prior to such transfer shall be disregarded for the purposes of sub-paragraph (bi) of the definition of Contractor Default;
  - 9.5.3 any then subsisting ground for termination of the Contract by the Authority shall be deemed to have no effect and any subsisting Termination Notice shall be automatically revoked; and



9.5.4 the Authority shall enter into a direct agreement with the senior lenders lending to the new Contractor on substantially the same terms as this Agreement.

9.6 Following any transfer referred to in Clause 9.4 becoming effective, any subsisting Agreed Remedy Plan shall remain effective and the Authority shall be entitled to terminate the Contract with immediate effect by written notice to the Agent and the new Contractor on the failure of the Agent and/or the new Contractor to use reasonable endeavours to implement that Agreed Remedy Plan in accordance with its terms or such other measures as may be agreed between the parties to resolve the matters that were the subject of the Agreed Remedy Plan.

## **10. INSURANCE PROCEEDS**

Notwithstanding the other provisions of this Agreement and the terms and conditions of the Senior Financing Agreements, the Agent shall only permit amounts to be released from the Joint Insurance Account in accordance with the requirements of Clause 55.2 (Reinstatement) of the Contract and shall not exercise any rights under the Senior Financing Agreements or take any other steps to prevent amounts being released from the Joint Insurance Account in accordance with Clause 55.2 (Reinstatement) of the Contract.

## **11. MISCELLANEOUS**

11.1 The Authority shall at the Contractor's expense, take whatever action the Agent, an Appointed Representative or a Representative taking a transfer in accordance with Clause 9.1 may require for perfecting any transfer or release under Clauses 6 (Representative), 8 (Step-Out) and 9 (Novation) including the execution of any transfer or assignment, and the giving of any notice, order or direction and the making of any registration which, in each case, the Agent, Appointed Representative or Representative reasonably requires.

11.2 The Authority shall not take any action to wind up, appoint an administrator or sanction a voluntary arrangement (or similar) in relation to the Contractor.

11.3 This Agreement shall remain in effect until the date on which all amounts which may be or become owing by the Authority to the Contractor under Clause 52 (Payment on Termination) of the Contract have been irrevocably paid in full, whereupon the Agent agrees on behalf of itself and the Senior Lenders to release any security granted in their favour over the assets of the Contractor which has not previously been assigned to the Authority.

11.4 The Agent, in respect of Clause 11.4.1, 11.4.2 and 11.4.3, and the Contractor in respect of Clause 11.4.4, shall promptly notify the Authority of:

- 11.4.1 any decisions to accelerate the maturity of any amounts owing by the Contractor to the Senior Lenders under the Credit Agreement and/or demand repayment;
- 11.4.2 the date referred to in Clause 11.3 above on or before the date falling 30 days after its occurrence;
- 11.4.3 the details and amount of any proposed Additional Permitted Borrowing, including:
  - 11.4.3.1 the circumstances giving rise to it and reasons for it; and
  - 11.4.3.2 the terms on which it will be borrowed; and
- 11.4.4 on the first Business Day of each calendar month during which any Additional Permitted Borrowing is, or may be, subsisting, the amount outstanding under the Senior Financing Agreements, and, to the extent it is aware (having made reasonable and proper enquiry):
  - 11.4.4.1 the amount of any Distribution made by the Contractor; and
  - 11.4.4.2 the amount of any credit balance on any account of the Contractor
- 11.5 The Contractor joins in this Agreement to acknowledge and consent to the arrangements set out and agrees not knowingly to do or omit to do anything that may prevent any party from enforcing its rights under this Agreement.
- 11.6 For the avoidance of doubt, if there is any conflict or inconsistency between the provisions of this Agreement and the Contract, the provisions of this Agreement shall prevail.
- 11.7 The Agent agrees on behalf of itself and the Senior Lenders that it will comply with the provisions set out in Clause 61 (Information and Confidentiality) of the Contract as if it were set forth in this Agreement and applied in the same manner as this Agreement.
- 11.8 Nothing in this Agreement shall prejudice or limit the Authority's rights and powers under Section 111 of the Criminal Justice and Public Order Act 1994 or under Clause 60 (Intervention by the Scottish Ministers Under Section 111 of the Criminal Justice and Public Order Act 1994) of the Contract.
- 11.9 Following the service of a Termination Notice pursuant to Clause 3.1 of this Agreement during the Contract Period, the Authority undertakes to the Agent that during the concurrency of the Required Period and any period in which the Authority exercises its rights pursuant to Clause 38.7 of the Contract, the Authority shall:
  - 11.9.1 take all reasonable steps to co-operate with the Agent and the Senior Lender's Technical Adviser in relation to any investigations or enquiries by

them made as part of the Agent's process of determining whether to exercise its rights under Clauses 5, 6, 7, 8 or 9 of this Agreement; and

11.9.2 comply with its obligations under Clause 38 of the Contract.

11.10 If the Authority breaches its undertaking in Clause 11.9 the Agent shall be entitled to a just and equitable extension to the Required Period to reflect the delay caused by any such breach to the Agent in determining whether to exercise its rights pursuant to Clauses 5, 6, 7, 8 or 9 of this Agreement.

11.11 The Authority shall not prior to the Final Payment Date:

11.11.1 claim, recover, retain or receive (or seek to claim, recover, retain or receive) any amount under the Collateral Agreement (and/or the Construction Sub-contract) from any Collateral Agreement Counterparty;

11.11.2 petition for or otherwise be a party to any proceedings for winding-up any Collateral Agreement Counterparty or any other insolvency proceedings in respect of any Collateral Agreement Counterparty;

11.11.3 compete with the Agent's rights on a winding up or other insolvency of any Collateral Agreement Counterparty nor claim to be subrogated to any rights of the Agent or any Senior Lender; or

11.11.4 appoint an administrator or sanction a voluntary arrangement (or similar) in relation to the Contractor,

except:

(a) with the prior written consent of the Agent;

(b) on the earlier of the date falling 6 months after

(i) the Authority has notified the Agent in writing of its intention to exercise any of its rights under the relevant Collateral Agreement if at that date none of the Agent or the Senior Lenders have notified the Authority in writing of their intention to exercise any of their similar rights under the relevant Funder Collateral Agreement (and for the purposes of this Clause 11.11 "exercise of any of their similar rights" shall mean either issuing a summons in the Court of Session or an initial writ in the Sheriff Court and/or entering into a binding agreement to mediate with the counterparties to the relevant Collateral Agreement); and

(ii) the date on which compensation on termination payable under the Contract has been conclusively determined;

(c) where the Agent or the Senior Lender have given notice to the Authority pursuant to sub-clause 11.11 (b)(i) above that they intend to exercise their similar rights under the Funder Collateral Agreement but have not exercised such rights with reasonable diligence; or

- (d) where the Authority shall have received notice in writing from the Agent that all claims which may be made by the Agent and the Senior Lenders under the Funder Collateral Agreements or against the parties to the Funder Collateral Agreements have been made and such claims have been satisfied in full or legal proceedings have determined that they are not to be so satisfied (and the Agent shall be obliged to notify the Authority in writing promptly upon the occurrence of the same);

and provided that nothing in this Clause 11.11 shall prevent the Authority from exercising

- (A) any design or other intellectual property rights it may have under any Collateral Agreement and/or the Construction Sub-Contract at any time; or
- (B) subject to the terms of the Funder Collateral Agreement, any rights to step in under any Collateral Agreement or Construction Sub-Contract at any time on or after termination of the Contract;

The Authority agrees and undertakes that if it receives any amount in contravention of the provisions of this Clause 11.11 it will immediately turn the same over to the Agent for the account of the Agent and the Senior Lenders and pending such payment hold the same on authority for the Agent and the Senior Lenders provided that such authority shall not create any registerable security interest over such amount.

## **12. ASSIGNATION**

12.1 No party to this Agreement may assign or transfer any part of its rights or obligations under the Agreement, save that:

- 12.1.1 the Agent may assign or transfer its rights and obligations under this Agreement to a successor Agent in accordance with the Senior Financing Agreements without the consent of the Authority provided the same is a bank or other financial institution or specialist company providing agency services which is not an Affiliate of the Contractor or Holdco (excluding Royal Bank Project Investments Limited);
- 12.1.2 any Senior Lender may assign or transfer its rights under the Senior Financing Agreements in accordance with the terms of the Senior Financing Agreements provided the assignee or transferee is a bank or other financial institution; and
- 12.1.3 the Authority may assign, novate or otherwise transfer its rights and/or obligations under this Agreement to any person that the Authority assigns, novates or otherwise transfer its rights and/or obligations under the Contract in accordance with Clause 58 (Assignment and Subcontracting) of the Contract.

12.2 If Clause 12.1 applies then the Authority shall enter into a direct agreement with the new Agent on substantially the same terms as this Agreement.

### **13. WAIVER**

13.1 The failure of any party to exercise any contractual right or remedy shall not constitute a waiver thereof until communication in writing under Clause 13.2.

13.2 No waiver shall be effective unless it is communicated in writing to the other party.

13.3 A waiver of any right or remedy arising from a breach of contract shall not constitute a waiver of any right or remedy arising from any other breach.

### **14. NOTICES**

14.1 Any demand, notice or other communication under or in connection with this Agreement must be in English and made in writing and must be:

14.1.1 delivered in person or sent by recorded delivery (or the equivalent in the jurisdiction from which the demand, notice or other communication is sent, if sent from outwith the United Kingdom) post to the addresses set out below; or

Authority: The Director of Finance and Business Services  
Scottish Prison Services,  
Calton House,  
Redheughs Rigg,  
Edinburgh  
EH12 9HW

Agent: The Royal Bank of Scotland plc  
Project Finance Portfolio  
Level 5  
135 Bishopsgate  
London EC2M 3UR  
Attention: Janis Wallis

14.1.2 sent by fax to the fax number set out below

Agent: 020 7085 8762

or to such other address or fax number notice of which has been given to and received by the issuer of the demand, notice or other communication in accordance with the provisions of this Clause 14.

14.2 Deemed Receipt: Subject to Clause 14.3 a demand, notice or other communication under this Agreement will be deemed to be received:

14.2.1 upon delivery if delivered or at noon 2 Business Days (or 7 Business Days if sent to or from a place outwith the United Kingdom) after posting if sent by post; and

14.2.2 at the time shown in the relevant transmission report for the complete fax if sent by fax.

and if a particular department, officer or person is expressed in the Details as amended pursuant to Clause 14.1, provided that the demand, notice or other communication is marked for the attention of that department, officer or person.

14.2 Receipt outwith Business Hours: If a demand, notice or other communication is deemed received after 5 pm in the place of receipt or on a non-Business Day it will be deemed to have been received at 9 am on the next Business Day for the purposes of this Agreement.

## 15. GOVERNING LAW

This Agreement is governed by the laws of Scotland.

IN WITNESS whereof the presents consisting of this and the fifteen preceding pages are executed as follows:

**SUBSCRIBED** for and on behalf of  
**THE SCOTTISH MINISTERS**

at Edinburgh

on the Twentieth day of June 2006

by Tony Cameron, Authorised  
Signatory thereof, in the presence of  
William F Pretswell as witness

.....  
Authorised Signatory

.....  
Witness

**SUBSCRIBED** for and on behalf of  
**THE ROYAL BANK OF  
SCOTLAND PLC**  
*the Agent*

at Edinburgh

on the Twentieth day of June 2006  
by

.....  
Authorised signatory

.....  
Authorised signatory

.....  
Authorised signatory/Witness

.....

Authorised signatory / Witness

**SUBSCRIBED** for and on behalf of  
**ADDIEWELL PRISON LIMITED**

at Edinburgh

on the Twentieth day of June 2006  
by

Director

thereof and  
Director/Secretary thereof

.....  
Director

.....  
Director/Secretary

## **COLLATERAL WARRANTY**

by

**Interserve Project Services Limited**, a Company incorporated under the Companies Acts (Company Number 00303359) with its registered office at 395 George Road, Erdington, Birmingham B23 7RZ (hereinafter referred to as the “Construction Sub-contractor”)

**in favour of**

**The Scottish Ministers**, (acting through the Scottish Prison Service or such other Agency, Department or other organisational unit of the Scottish Executive as they may from time to time nominate hereinafter referred to as the “Authority”)

### **WHEREAS:**

- (A) Addiewell Prison Limited (the "DCMF Contractor") has appointed the Construction Sub-contractor as contractor under the Construction Sub-contract in connection with the Development;
- (B) The Authority and the DCMF Contractor have entered into an agreement (“the DCMF Contract”) in connection with the Development; and
- (C) In terms of the DCMF Contract, the DCMF Contractor is obliged to procure that the Construction Sub-contractor enters into these presents;

The Construction Sub-contractor and the DCMF Contractor hereby agree and undertake as follows:

### **1. DEFINITIONS AND INTERPRETATION**

In this Warranty (including the foregoing recitals and this sub-clause), the following words and expressions shall have the following meanings:

“Construction Sub-contract”

the Construction Sub-contract entered into between the DCMF Contractor and the Construction Sub-contractor dated 20 June 2006 in respect of the Development;

“CDM Regulations”

the Construction (Design and Management) Regulations 1994 as amended, extended and re-enacted from time to time;



“Development”

the design and construction of HM Prison Addiewell in accordance with the DCMF Contract, including (but not restricted to) site clearance, installation of all necessary infrastructure and services, all building and landscaping works and services, and all other works and services of whatsoever nature associated with such design and construction;

“Sub-contract Works”

the works to be carried out by the Construction Sub-contractor in accordance with the provisions of the Construction Sub-contract.

## **2 DUTY OF CARE**

2.1 The Construction Sub-contractor warrants and undertakes to the Authority that:

2.1.1 it has carried out, and will continue to carry out, the design and execution of the Sub-contract Works in accordance with the common law, all applicable legislation and the terms of the Construction Sub-contract, in a good and workmanlike manner;

2.1.2 the Construction Sub-contractor is aware of the provisions of the DCMF Contract and has carried out and shall carry out the Sub-contract Works in such a manner as not to cause or contribute to any breach by the Contractor of the DCMF Contract; and

2.1.3 it has exercised, and will continue to exercise, all proper and reasonable skill, care and diligence in the performance of its obligations and duties arising out of the Construction Sub-contract such as could be expected of a competent and experienced contractor specialising in services similar to the design and execution of the Sub-contract Works having regard to the size, scope and complexity of the Development;

provided that the Authority shall only be entitled to make a claim against the Construction Sub-contractor under this Clause 2.1 if the DCMF Contract has been terminated.

2.2 By entering into this Warranty, the Construction Sub-contractor acknowledges that the Authority has relied upon the Construction Sub-contractor’s skill and judgement in respect of those matters relating to the Development which lie within the scope of the Construction Sub-contractor’s express and/or implied responsibilities arising under the Construction Sub-contract, and the Construction Sub-contractor acknowledges and accepts that it shall owe a duty of care not only to the DCMF Contractor but also to the Authority.

### **3. DELETERIOUS MATERIALS**

The Construction Sub-contractor undertakes that in providing the services and executing the works under the Construction Sub-contract it has not and will not use or specify for use in the Sub-contract Works:

- (a) any materials or substances which, in the context or manner in which they are used or proposed to be used, conflict with or are not in accordance with the guidance contained in the current edition of ‘Good Practice in Selection of Construction Materials’ (Ove Arup & Partners ); and
- (b) are not in conformity with good industry practice, British or European Standards, Codes of Practice, Building Research Establishment recommendations and/or Board of Agrément Standards.

### **4. LIMITATION ON LIABILITY**

4.1 Where any circumstances giving rise to a breach of this Warranty would also give rise to a breach of the Construction Sub-contract, nothing in this Warranty shall operate to impose upon the Construction Sub-contractor any liability, duty or obligation to the Authority greater than that borne, or which would be borne, by the Construction Sub-contractor had the Authority been named as employer in terms of the Construction Sub-contract.

4.2 The Construction Sub-contractor’s liability under this Warranty (including in respect of any latent defect in the Sub-contract Works) shall cease and determine after 12 years from the date on which Practical Completion (as that expression is defined in the Construction Sub-contract) of the Sub-contract Works is deemed to have taken place under the Construction Sub-contract, or from the date of the earlier termination of the Construction Sub-contract, whichever shall be the earlier, except in respect of any claim made hereunder which has been notified to the Construction Sub-contractor by the Authority within such 12 year period.

### **5. LICENCE**

5.1 The Construction Sub-contractor grants to the Authority an irrevocable full and free right and licence to copy and use for their own purposes in relation to the Development all plans, drawings, specifications, reports, calculations, models and others and any other copyright material prepared or commissioned by the Construction Sub-contractor in connection with the Development (including information contained in the Health and Safety File maintained under the CDM Regulations), and that notwithstanding the termination of the Construction Sub-contract.

5.2 The Construction Sub-contractor shall make available for inspection by the Authority on request all plans, drawings, specifications, reports, calculations, models and others held by the Construction Sub-contractor from time to time in connection with the Development and will provide copies thereof to the Authority on

reimbursement of the costs reasonably and properly incurred by the Construction Sub-contractor in producing such copies.

## **6. INDEMNITY INSURANCE**

- 6.1 The Construction Sub-contractor confirms that it holds and shall maintain in force for a period of at least 10 years from the date of practical completion of the works comprised in the Development, professional indemnity insurance upon terms which shall provide an amount of cover for a minimum of £20,000,000 in the aggregate in respect of any neglect, error or omission of the Construction Sub-contractor in the performance of its professional obligations under the Construction Sub-contract relating to the design and construction of the Sub-contract Works. Such insurance shall be with a well-established and reputable insurance office in the United Kingdom.
- 6.2 The Construction Sub-contractor shall, as and when requested by the Authority, produce documentary evidence of the existence of such indemnity insurance.
- 6.3 If such insurance as referred to in Clause 6.1 ceases to be available to the Construction Sub-contractor or ceases to be generally available the Construction Sub-contractor shall immediately inform the Authority and shall effect and maintain such insurances as are available on such terms as are commercially available and approved by the Authority.

## **7. ASSIGNATION**

- 7.1 The Construction Sub-contractor shall not assign its interest in this Warranty.
- 7.2 The Authority shall be entitled to assign its interest in this Warranty and all rights or remedies competent to it arising under or in terms of this Warranty to a person acquiring the Authority's interest in the Development or to a person responsible for the operation and maintenance of HM Prison, Addiewell, without the consent of the Construction Sub-contractor. Any such assignation shall be intimated to the Construction Sub-contractor.

## **8. TERMINATION OF SUB-CONTRACT**

- 8.1 Not later than 14 days prior to the Construction Sub-contractor terminating the Construction Sub-contract for any reason whatsoever the Construction Sub-contractor shall notify the Authority in writing of the Construction Sub-contractor's intention to do so.
- 8.2 The Construction Sub-contractor hereby agrees and confirms that this Warranty is entirely independent of its appointment under the Construction Sub-contract, and shall endure notwithstanding either the Construction Sub-contractor or the DCMF Contractor being entitled to terminate or rescind, or actually terminating or rescinding, the Construction Sub-contract or the Construction Sub-contract being

defective, unenforceable or ceasing to be enforceable provided always that where the Construction Sub-contract is so terminated or rescinded, this Warranty shall extend only to the Works completed prior to such termination or rescission. Further, the Construction Sub-contractor hereby agrees and confirms that this Warranty is entirely independent of the DCMF Contract, and shall endure notwithstanding either the Authority or the DCMF Contractor being entitled to terminate or rescind, or actually terminating or rescinding, the DCMF Contract or the DCMF Contract being defective, unenforceable or ceasing to be enforceable provided always that where the DCMF Contract is so terminated or rescinded, this Warranty shall extend only to the Works completed prior to such termination or rescission.

## **9. WAIVER**

- 9.1 The Construction Sub-contractor hereby waives any claim for loss or damages suffered by it which it may at any time have against the Authority or any person employed by, or contracted by, the Authority arising from any failure by the Authority or such person to object to or comment on, or from any express or implied approval by the Authority or any such person to, any act or omission by the Construction Sub-contractor in connection with the Development.
- 9.2 The Construction Sub-contractor hereby confirms that they have no claim or cause of action against the Authority under or arising out of the Construction Sub-contract or any matters relating thereto (or, in the event that they have any such claim or cause of action from time to time, hereby waives it).

## **10. OTHER REMEDIES**

The obligations undertaken by, and the undertakings given by, the Construction Sub-contractor in terms of this Warranty are undertaken and given without prejudice to any other right or remedy which the Authority may have against the Construction Sub-contractor, whether in contract, delict or otherwise.

## **11. LIABILITY FOR SUB-CONTRACTORS**

For the avoidance of doubt, it is hereby expressly declared that the Construction Sub-contractor shall not be relieved or excused of responsibility or liability under this Warranty by reason of the appointment by it of any consultant, sub-contractor, supplier or any other person to carry out any works or services in respect of, or to supply any goods or materials of whatsoever nature for use in relation to, the Development or the Sub-contract Works. The Construction Sub-contractor shall be responsible and liable to the Authority for all acts, defaults, omissions of all such consultants, suppliers, sub-contractors and other persons as fully as if they were the acts, defaults or omissions of the Construction Sub-contractor.

## 12. CONSTRUCTION SUB-CONTRACT BREACH

The following shall apply to the extent that a breach by the Construction Sub-contractor of its obligations to the DCMF Contractor under the Construction Sub-contract ("Construction Sub-contract Breach") also constitutes a breach by the Construction Sub-contractor of its obligations to the Authority under Clauses 2 or 3 of this Warranty ("Collateral Warranty Breach"):

- (a) if, in respect of the Construction Sub-contract Breach, an award, order or judgment which has been made at the close of proceedings pursuant to the Construction Sub-contract (or at an earlier final settlement or compromise made in good faith in advance of or during such proceedings in favour of the DCMF Contractor by the Construction Sub-contractor) and the amount of such award, order or judgment (or of the earlier final settlement or compromise) has been discharged in full by the Construction Sub-contractor to the DCMF Contractor, then the Construction Sub-contractor shall have no further liability to the Authority to the extent that such award, order or judgment (or earlier final settlement or compromise) relates to the Authority's losses in respect of a corresponding Collateral Warranty Breach pursuant to this Warranty provided that such losses are recoverable and are in fact recovered by the Authority, subject to Clause 12(e) below, under the DCMF Contract.
- (b) if, in respect of a Construction Sub-contract Breach, damages are due from the Construction Sub-contractor to the DCMF Contractor pursuant to an award, order or judgment made at the close of proceedings pursuant to the Construction Sub-contract (or to an earlier final settlement or compromise made in good faith in advance of or during such proceedings), then the Construction Sub-contractor's liability to the Authority in respect of a corresponding Collateral Warranty Breach pursuant to this Warranty (which such liability shall be agreed or determined under this Warranty) shall be limited to the amount of damages which the Construction Sub-contractor has failed to discharge or has not yet discharged to the DCMF Contractor pursuant to the said award, order or judgment (or earlier final settlement or compromise) to the extent that the amount of such damages ascertained pursuant to such award, order or judgment (or earlier final settlement or compromise) relates to the Authority's losses provided that such losses are recoverable and are in fact recovered by the Authority, subject to Clause 12(e) below, under the DCMF Contract.
- (c) subject to Clause 12(e) below, the DCMF Contractor shall not commence or continue with proceedings against the Construction Sub-contractor or pursue or seek to recover from the Construction Sub-contractor any damages or other sums due from it (including the amount of any undischarged damages referred to in Clause 12(b) to the extent that the same such damages or other sums have been recovered by the Authority hereunder and relate to the DCMF Contractor's losses at any time after the date on which the Authority has so recovered from the Construction Sub-contractor such damages or other sums in respect of a corresponding Collateral Warranty Breach pursuant to this Warranty;

- (d) if and to the extent that the Authority has been compensated for losses under the DCMF Contract the Authority shall not be entitled to recover damages for breach of Clauses 2 or 3 of this Warranty from the Construction Sub-contractor in respect of those same losses; and
- (e) if and to the extent that the Authority has recovered damages for breach of Clauses 2 or 3 of this Warranty from the Construction Sub-contractor, it shall not seek compensation in respect of those same losses under the DCMF Contract.

### **13. NOTICES**

Any notice given or required to be given under this Warranty shall be in writing and shall be deemed to be competently given if sent by Recorded Delivery post or sent by facsimile transmission to the party who is to receive the notice. Any such notice shall be competently given if addressed to the party concerned as follows (or to any other address which such party may nominate in writing from time to time prior to the giving of such notice)

the Authority: The Director of Finance and Business Services  
Scottish Prison Service  
5 Redheughs Rigg  
Edinburgh  
EH12 9HW

the Construction Sub-contractor: The Company Secretary  
Interserve Project Services Limited  
395 George Road  
Erdington  
Birmingham

(1) B23 7RZ

Every such notice shall be deemed:

- (a) in the case of notices sent by Recorded Delivery post to have been received at noon on the second business day occurring after the date on which it was posted or sent excluding weekends and public or statutory holidays; and
- (b) in the case of a facsimile transmission to have been received at the time specified in the facsimile activity report.

**14. SCOTS LAW TO APPLY**

This Warranty shall be governed and construed in accordance with the Law of Scotland and the Construction Sub-contractor and the DCMF Contractor prorogate the non-exclusive jurisdiction of the Scottish Courts.

**15. CONSENT TO REGISTRATION**

The Construction Sub-contractor consents to the registration of these presents for preservation and execution: IN WITNESS WHEREOF these presents consisting of this and the preceding 7 pages are executed all together at Edinburgh on 20 June 2006 as follows:

**SUBSCRIBED** for and behalf of **THE SCOTTISH MINISTERS** by

.....AUTHORISED  
SIGNATORY  
Tony Cameron .....FULL NAME

**BEFORE THIS WITNESS**

.....WITNESS  
William F Pretswell.....FULL NAME  
Calton House, 5 Redheughs Rigg, .....ADDRESS  
Edinburgh, EH12 9H

**SUBSCRIBED** for and behalf of the said **Interserve Project Services Limited** by

.....DIRECTOR/SECRETARY  
.....FULL NAME

**BEFORE THIS WITNESS**

..... WITNESS  
.....FULL NAME  
..... ADDRESS

### CONTRACT AMENDMENT LOG

<b>Amendment No</b>	<b>Date of Amendment</b>	<b>Clause and Contract Document amended</b>	<b>Details of Amendment</b>
001	1 March 2008	Schedule G	Revised dates of submission of operational proposals.
002	25 February 2009	Minute of Agreement – Clauses 24 and 25	More demanding requirements for security clearance of potential employees.
003	25 February 2009	Schedule M	Removal of requirement for paper copies of material provided electronically.